Austin Peay State University
School of Nursing
GRADUATE NURSING
STUDENT GUIDELINES (Handbook)

Revised January 2024

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INTRODUCTION and PURPOSE of the STUDENT GUIDELINES

The Austin Peay State University (APSU) School of Nursing Graduate Student Guidelines (Handbook) outlines the policies and procedures of the Graduate Nursing Program. These guidelines are a companion to the APSU Graduate Bulletin and APSU Student Handbook. The guidelines should serve as an orientation to the Graduate Nursing Program and a resource to be used throughout a student's course of study. The APSU Graduate Nursing Program reserves the right to amend, alter, change, or modify the provisions of these guidelines at any time and in any manner that the Graduate Nursing program deems is in the best interest of the APSU School of Nursing and its students. The most current edition is available to students in all Graduate Nursing (NURS) courses under "Guides & Resources." Students are responsible for accessing and using the most current version.

These guidelines are designed to inform the student of their rights as a student and, equally important, their obligations and responsibilities as a student in the Graduate Nursing program. In addition to these guidelines, students are expected to become acquainted with and abide by the contents of the APSU Graduate Bulletin and APSU Student Handbook.

Questions concerning these guidelines or the information contained may be addressed in the Office of the School of Nursing and thereby routed to the appropriate faculty member, Graduate Program Coordinator, or Director of the School of Nursing.

GRADUATE NURSING PROGRAM OVERVIEW

The Graduate Nursing program at APSU prepares graduates to contribute significantly to improving health and meet essential professional practice standards in various settings. The purpose of the Graduate Nursing program is to build upon a student's BSN generalist preparation with a curriculum of evidence-based practice, theory, and research, leading to specialization as Family Nurse Practitioners (FNPs), Psychiatric Mental Health Nurse Practitioners (PMHNPs), and Nurse Educators (NEs).

The Graduate Nursing programs offer three concentrations: FNP, PMHNP, and NE. All concentrations are flexible and designed to meet Registered Nurses' needs in various stages of their careers. All courses are in an online format. A student's course sequence and Program of Study are determined by the bulletin year they enter the program. Therefore the most current version of the Student Guidelines may not reflect a student's particular course of study.

The APSU Graduate Nursing program offers students access to a collaborative academic community with low student-to-faculty ratios, direct and frequent access to faculty, personal advising, and an interactive approach to learning. Graduate Nursing students attend required on-campus intensives to practice hands-on skills, participate in simulation, and interact with peers, faculty, and experts in the field. At the end of the program, students in all concentrations design and plan an outcome-driven research project that requires integrating the knowledge gained in their concentrations.

Family Nurse Practitioner (FNP)
The FNP concentration prepares nurses to deliver care and improve health outcomes in the outpatient primary care setting. Graduates of this program can assess, diagnose, prescribe medications, and evaluate care for patients throughout the lifespan. Graduates are eligible and prepared to sit for the FNP specialty certification exam through the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse Practitioners (AANP), and to apply for licensure to practice as an Advanced Practice Registered Nurse (APRN). A list of concentration courses can be found on the SON Graduate Nursing website and in the APSU Graduate Bulletin.

Psychiatric Mental Health Nurse Practitioner (PMHNP)
The Psychiatric Mental Health Nurse Practitioner (PMHNP) concentration prepares nurses to deliver care and improve mental health outcomes for individuals and families across the lifespan. Graduates of this program will be able to assess, diagnose, prescribe medications, and evaluate care for the mental health needs of individuals and families. Graduates are eligible and prepared to sit for the PMHNP specialty certification exam through the American Nurses Credentialing Center (ANCC) and to apply for licensure to practice as an Advanced Practice Registered Nurse (APRN). A list of concentration courses can be found on the SON Graduate Nursing website and in the APSU Graduate Bulletin.

Nurse Educator (NE)
The NE concentration prepares graduates for faculty positions at colleges and universities and also for planning and delivering staff and patient education in health-related settings. A list of concentration courses can be found on the SON Graduate Nursing website and in the APSU Graduate Bulletin.

GENERAL INFORMATION FOR GRADUATE NURSING STUDENTS

- Graduate Nursing Coordinator: Dr. Michelle Robertson
  - McCord, Office #328
  - Telephone: 931-221-7489
  - graduatenursing@apsu.edu
- MSN Clinical Coordinator: Elizabeth Eversole
  - McCord, Office #332
  - Telephone: 931-221-6281
  - graduatenursing@apsu.edu
- APSU School of Nursing (SON)
  - McCord, Office #218
  - Telephone: 931-221-6490 Fax: 931-221-6490
  - http://www.apsu.edu/nursing/
- College of Graduate Studies (CoGS)
  - McReynolds, Office #119A
  - http://www.apsu.edu/grad-studies/

OneStop & D2L
OneStop is the gateway for student information, including registration, financial aid, transcript information, etc. If a student moves or changes their name or contact information, they should change it online on OneStop.

D2L is an integrated learning platform designed to create a single place online for faculty and students to interact. On D2L, students can access course materials, see announcements about the course, check the syllabus, including assignments and due dates, readings, etc., participate in the discussion board, posting and read messages from the faculty and other students, and turn in assignments.

APSU Student Email
Email is the standard of communication at APSU. Many communication items will only take place via email, so students should activate and frequently check their APSU email. Students should use APSU email to communicate with their advisors and general program information. For questions within courses, students should use the email system in D2L to communicate with faculty.

Student's Rights and Responsibilities
Students should refer to these guidelines, the Graduate Bulletin, and APSU Student Handbook for departmental, college, and university policies. A complete list of APSU Student Rights and Responsibilities can be found in the APSU Student Handbook.

MISSION, VISION, VALUES, and STRATEGIC GOALS (PILLARS)

Austin Peay State University
CLARKSVILLE TENNESSEE

School of Nursing

APSU SON STRATEGIC PLAN

MISSION

The Mission of Austin Peay State University School of Nursing is to prepare an inclusive community of learners at the undergraduate and graduate levels in a manner that meets the patient-centered healthcare needs of our society.

VISION

The vision of APSU School of Nursing is to be the regional school of choice for students seeking baccalaureate and graduate nursing degrees. Graduates will provide quality, patient-centered care to their communities.

VALUES

- Student Success
- Professionalism
- Community
- Caring
- Safety
- Integrity
- Civility
- Collaboration
- Life-Long Engagement
- Innovation

PILLARS

PILLAR 1	PILLAR 2	PILLAR 3	PILLAR 4
The Academic Experience	**The Student Experience**	**The Employee Experience**	**The Community Experience**
Goal 1:	**Goal 1:**	**Goal 1:**	**Goal 1:**
The School of Nursing (SON) will be a premier regional program known for high-quality, student-centered teaching.	The SON will cultivate a civil, inclusive community.	The SON will cultivate a civil, inclusive community.	The SON will develop and enhance mutually beneficial community partnerships.
Goal 2:	**Goal 2:**	**Goal 2:**	**Goal 2:**
The SON will evolve academic pathways to strengthen our emphasis on delivering quality programs that address community and regional needs.	The SON will offer each student the opportunity to have diverse interactions and experiences.	The SON will empower employees to meet their own learning and development objectives.	The SON will increase community involvement by offering a robust and unique program.
Goal 3:	**Goal 3:**	**Goal 3:**	**Goal 3:**
The School of Nursing will optimize our institutional infrastructure to meet the academic needs of our students.	The SON will ensure that all students are equipped to pursue their educational and nursing career goals in an empowering environment.	The SON will support an environment where all employees can grow and flourish.	The SON will create an atmosphere that promotes sustained faculty, student, and alumni engagement.
		Goal 4:	
		The SON will cultivate a culture of connectedness in which employees intentionally engage with students to enrich the campus experience and influence student success.	

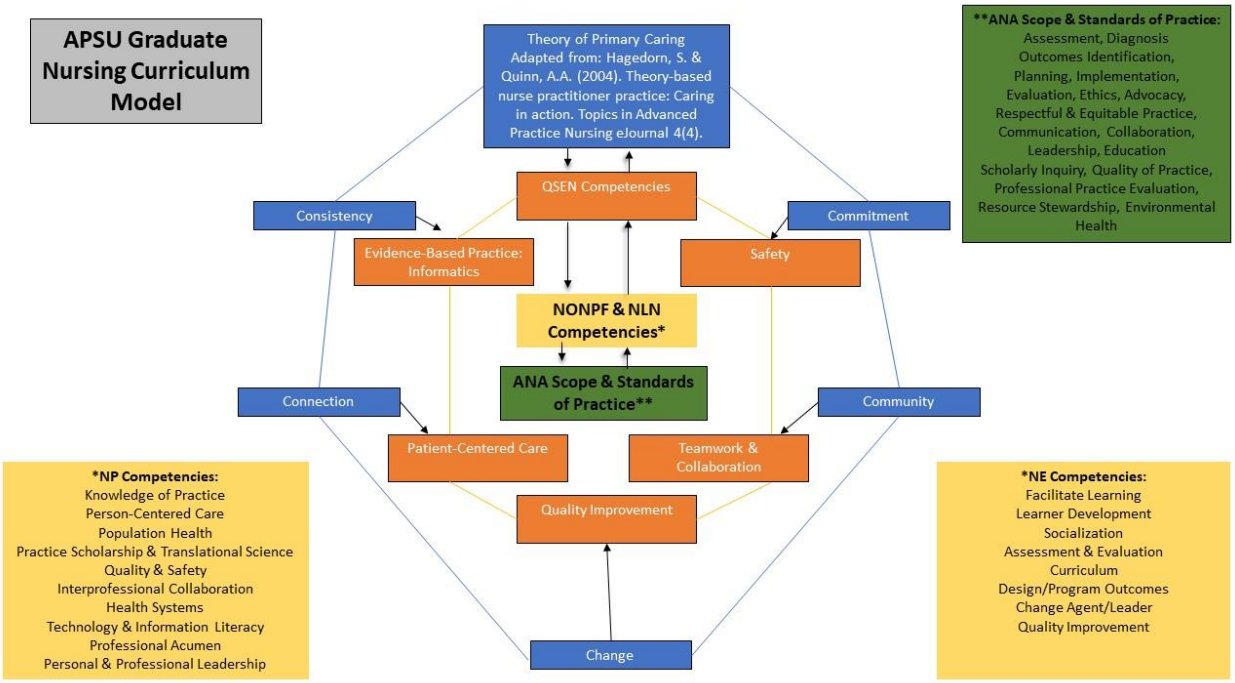
PROFESSIONAL STANDARDS

The following contemporary professional standards are the basis for the end-of-program student learning outcomes and guide the curricular content for the Graduate Nursing program:

- The American Nurses Association Scope and Standards of Practice 4th Edition
- The National Task Force on Quality Nurse Practitioner *Education Standards for Quality Nurse Practitioner Education 6th Edition (*NTF, 2022).
- The National Organization of Nurse Practitioner Faculties *Nurse Practitioner Role Core Competencies* (NONPF, 2022).
- The National Organization of Nurse Practitioner Faculties *Population-Focused Nurse Practitioner Competencies: Family/Across the Lifespan* (NONPF, 2013)
- The National Organization of Nurse Practitioner Faculties *Population-Focused Nurse Practitioner Competencies: Psychiatric Mental Health* (NONPF, 2013)
- The National League for Nursing *Core Competencies for Nurse Educators* (NLN, 2018).
- The Quality and Safety Education for Nursing *Graduate-Level QSEN Competencies Knowledge, Skills and Attitudes* (QSEN, 2012).

THEORETICAL FRAMEWORK

The theoretical framework for the APSU MSN curriculum depicts how Hagedorn's Theory of Primary Care, NONPF competencies, NLN Nurse Educator competencies, QSEN competencies, and the ANA Scope and Standards of Practice (4th ed.) are linked within the APSU MSN curriculum.



ACADEMIC POLICIES & PROCEDURES, GRADUATE BULLETIN, ACADEMIC CALENDAR & GRADUATION DEADLINES

Academic Policies and Procedures

Students are part of the academic community of APSU and, as such, are subject to the college and university's policies, rules, and regulations as a whole. Additionally, as deemed necessary, the School of Nursing and its respective programs may develop its own policies and procedures to augment those of the college and university. The following guidelines include information from and addenda to the APSU Graduate Bulletin and the APSU Student Handbook.

Graduate Degree Bulletin

The Graduate Degree Bulletin contains a wealth of information about APSU and the University's rules, regulations, and policies.

Students need to know graduate academic policies and procedures in the Graduate Bulletin. There are different levels of policies and procedures, and there are University policies and procedures and School of Nursing Graduate Nursing Program Policies and Procedures. Please note, in some cases, the School of Nursing Graduate Nursing program has specific guidelines that are more rigorous than those that exist for other Graduate Programs.

Academic Calendar

Please refer to the APSU Student Academic Calendar for students' information, including dates for university closings, the start, and end of courses, priority advising dates, and deadlines for registration and withdrawals.

Graduation Deadlines

It is the student's responsibility to notify the University of their intent to graduate. Students who will complete all degree requirements must apply for graduation by the deadline for the semester they intend to graduate. Students apply for graduation through OneStop. More information about applying for graduation can be found on the APSU Office of the Registrar's website.

All requirements for the degree must be completed by the applied graduation date to participate in a ceremony.

GRADING, PROGRESSION, and RETENTION POLICY

Grading Scale

The following grading scale has been adopted by the faculty of the School of Nursing for Graduate Nursing students:

A= 90-100
B= 80-89
C= 70-79
D= 60-69
F= Below 60

Graduate Nursing Program Sequencing

Several Graduate Nursing courses must be taken in a specific sequence. The required pre-requisites and co-requisites for each class are listed in the Graduate Bulletin. Students should be aware that graduate courses are not taught every semester. Should a student get out of sequence for any reason, they may have to sit out until the semester the course is taught. This could delay a student's graduation.

Progression Guidelines

Once accepted into the Graduate Nursing program, a student is expected to enroll every semester and make satisfactory progress toward the degree. Students are expected to progress according to their Graduate Nursing course sequence. Any exceptions must be discussed with the advisor and approved by the Graduate Nursing Coordinator.

A student who does not enroll for a semester must submit a readmission request to the Graduate Nursing Curriculum, Admission, and Retention Committee. Students who do not enroll for two consecutive semesters (including summer) must reapply to the graduate school and the Graduate Nursing program. Readmitted students must follow the rules, prerequisites, and degree requirements listed in the most current Graduate Nursing Student Guidelines and APSU Graduate Bulletin.

Course Grades—"B" or Better

Graduate nursing students must complete all required courses with a "B" or better grade. If a student's grade is lower than a "B," s/he may request to repeat the course. No more than one required course can be repeated. In repeating a class, the previous grade and the grade earned from the repeated course will be included in calculating the GPA unless the student implements the College of Graduate Studies Repeat/Grade Replacement request. This may only be executed once through the Graduate Nursing program. Information on grade replacement can be found on the College of Graduate Studies website. The overall criteria for progression are as follows:

- Graduate Nursing Students must maintain a 3.0 Cumulative GPA in graduate school as per the CoGS policy.

- According to the Graduate Nursing grading scale, successful completion of required Graduate Nursing courses is defined as a grade of "B" (80%) or better.
- No more than one Graduate Nursing course can be repeated.
- A student who earns a "C" or lower in any two required Graduate Nursing courses will be dismissed from the Graduate Nursing program.
- Grades of "C," "D," or "F" will not apply to any graduate degree.
- Students should be aware that not all graduate courses are taught every semester. This may impact progression.
- Even if the student implements the grade replacement request through the university, this will only impact the student's GPA. It will not remove the class from counting toward the remainder of the Graduate Nursing Progression Policy. Students may not repeat more than one graduate nursing course and students will be dismissed following two grades of "C" or below, despite any use of the university grade replacement.

Readmission Process Following Receiving a Grade of "C" or Below

Upon earning a "C" or below or withdrawing failing in any Graduate Nursing course, the student must receive approval from the Graduate Nursing Curriculum, Admissions and Retention Committee to re-enroll and progress within the graduate nursing curriculum.

The process by which the student may request such approval will require the student to submit a letter to the Chairperson of the Graduate Curriculum, Admissions and Retention Committee within two weeks following failure (C, D, or F) or withdrawal failing from a course. The letter should be sent via email to graduatenursing@apsu.edu and must include:

- A request to enroll within a specific course and the target semester of enrollment.
- An explanation as to why the student should be approved to return.
- An explanation as to why the student thinks they were unsuccessful in the course.
- An explanation as to what the student has done to remedy the cause of being initially unsuccessful.

No student is guaranteed re-enrollment.

Length of Program

The start date for students is counted from enrollment in the first NURS course. Students have 12 semesters to complete the MSN degree.

The Graduate Nursing Program Coordinator may extend this period upon written request from the student for justifiable reasons, but not beyond three semesters. Should a student extend past the additional three semesters, prior academic coursework may be required to be repeated, and/or demonstrated skill competency might be necessary.

Withdrawals
The option of withdrawing from a course is possible within the Automatic "W" period listed on the APSU academic calendar each semester. Students electing to a Graduate Nursing course understand that re-enrollment in that course is subject to the review of the faculty and space availability. The student is encouraged to explore all other alternatives before taking such action.

Graduate Nursing students cannot have more than three-course withdrawals while enrolled in the Graduate Nursing Program. The student will be dismissed from the Graduate Nursing program if a fourth withdrawal occurs.

Withdrawal after the Automatic "W" period requires dropping all courses. The Graduate Nursing Program Coordinator may make exceptions for withdrawals due to extenuating circumstances such as illness or another unavoidable occurrence; however, the number of withdrawals cannot exceed the College of Graduate Studies policy. Courses may be dropped after the Automatic "W" date only when circumstances beyond the student's control make it impossible to complete the semester.

Due to withdrawing from courses, please note that there may be academic and financial ramifications. To determine how dropping a course would affect financial aid, students should contact the Office of Student Financial Aid. It is recommended that students contact their advisor and the APSU Office of Student Financial Aid before dropping courses. Please note that not all courses are taught every semester. Students may have to sit out a semester if a class is not being taught.

Financial Aid & Summer Semesters
The Graduate Nursing Program runs year-round (fall, spring, summer, and mini-semesters). Students must matriculate with their cohort, and summer enrollment is expected. Financial aid for the summer semesters works differently from the standard fall and spring semesters. Eligibility is partly based on the remaining aid from the Fall and Spring semesters. For instance, if a student has borrowed maximum loan eligibility for the aid year, they are typically not eligible for a summer loan disbursement. Students should PLAN for summer semester financial aid/loan disbursement and work with their financial aid counselor to appropriately allocate monies/loan allocations for summer.

Incomplete Grades
Required coursework must be completed by the last day of final examinations. The grade "I" (Incomplete) may only be assigned by the faculty member in any course when a student cannot complete the work due to *rare and extraordinary* events that were not reasonably foreseeable at the start of the semester and are beyond the student's control. **All "I" grades must be pre-approved by the Graduate Nursing Coordinator.**

- The "I" may not be used to extend the term for students who complete the course with an unsatisfactory grade.
- Students must complete all "I" grades before registering and enrolling for the next semester.

- Unless the student meets the requirements for removal of the "I" within 60 days from the end of the semester in which it was received (see University Calendar), the "I" will change to an "F," whether or not the student is enrolled.
- The Graduate Nursing Coordinator may grant up to a 30-day extension if sufficient extenuating circumstances exist. The "I" grade will automatically revert to "F" if the student has not completed the requirements at the end of the extension period.
- The student is certified for graduation only when all requirements are met, including removing "I" grades. If a student has an "I" in a course necessary to fulfill degree requirements in the semester in which s/he expects to graduate, the certification process and graduation will automatically be deferred to the next term.
- Students must have completed at least 80% of the clinical hours before an “Incomplete” grade is considered in a clinical course. If the student has not completed at least 80% of the hours and cannot complete by the last day of clinical hours (as posted on the course calendar), they will receive an “F” in the course. None of the hours will carry over in following semesters.

Clinical Performance
Clinical evaluation includes the satisfactory achievement of the established clinical evaluation criteria. Critical elements of clinical performance are indicated on the clinical evaluation form in each clinical course. Failure to pass clinical will result in a grade of "F" for the clinical course. Clinical performance is further described in the *Graduate Nursing Clinical Practicum Manuals* (by concentration).

Extra Credit
Extra Credit will not be awarded in any Graduate Nursing course.

Zoom Grading
Each class will have an expectation for how many Zoom conferences must be attended for credit. Zoom sessions will not be recorded unless announced in the specific course syllabi. The Zoom rubric and Zoom expectations posted in the course is followed for grading.

Leave of Absence
Any student requesting a Leave of Absence from the Graduate Nursing program must submit a written request to the Graduate Nursing Program Coordinator. This letter must include a reason for requesting the leave and the student's plans for return. Each Leave of Absence is handled individually according to the student's specific needs, academic standing, and clinical performance. No Leave of Absence will be granted for unsatisfactory academic performance or a period more extended than two semesters. Before returning to the Graduate Nursing Program, the student must notify the Graduate Nursing Program Coordinator of intent the semester before returning to register for the appropriate courses.

Modification of Program of Study
If a student wishes to change their current Program of Study (i.e., switch from FNP to NE concentration), they must make this request with their faculty advisor. Once approved, the student and advisor will complete a Program of Study change.

Dismissal from the Graduate Nursing Program
A student may be dismissed from the Graduate Nursing program for any of the following reasons:

- Academic honesty is the expected behavior of all students. Academic dishonesty may include but is not limited to cheating, plagiarism, use of generative artificial intelligence, fabrication, collusion, copying or printing of online exams, and knowingly assisting others in an act of academic dishonesty. Students who engage in academic dishonesty in any form, even as a first offense, place themselves in jeopardy of receiving a failing grade for the assignment or course and dismissal from the Graduate Nursing program.
- Commission of any offense classified as a felony by Tennessee's criminal statutes or by federal criminal laws.
- Unlawful use, possession, or sale of drugs or narcotics, whether or not felonious.
- Fails to disclose a felony conviction or fails to disclose disciplinary action or diversion by the State Board of Nursing.
- Fails to meet enrollment requirements (e.g., unencumbered licensure, CPR, professional liability insurance, clearances, and site-specific requirements) for clinical practicum experiences.
- A documented pattern of unprofessional behavior in the course room or clinical setting.
- Unsafe practice during clinical/practicum experiences.
- Violation of client and/or agency confidential information (HIPAA violation) may result in dismissal from the program.
- Students considered by the faculty to be unsafe practitioners or whose progress in meeting program objectives is judged unsatisfactory will be dismissed from the program.
- Misrepresents patient data or clinical practice.
- Places any patient in physical or emotional jeopardy.
- Fails to complete all degree requirements within four years of entering Graduate Nursing coursework.
- Fails to earn a "B" (3.0) grade or better when repeating a course.
- Falsification of records and reports, including clinical documents, cheating on an examination, quiz, or any other assignment, is the basis for program dismissal.
- Withdrawal from four Graduate Nursing courses.
- Other unprofessional or unethical conduct that would bring disrepute or disgrace upon student or profession.
- Failure to pass the comprehensive exam.
- A student who earns a "C" or lower in any two required Graduate Nursing courses will be dismissed from the Graduate Nursing program.

ACADEMIC EXPECTATIONS

Comprehensive Exam

Every Graduate Nursing Student is required to take a final comprehensive examination. The examination measures role competency, will emphasize the student's area of concentration, and is conducted during the term the student expects to graduate. The candidate must be registered for the semester the comprehensive exam is taken. The Graduate Nursing Faculty will set the benchmarks for success.

- *FNP & PMHNP students*—take an online, proctored pre-test and predictor comprehensive exam. The content will follow the FNP & PMHNP Certification content blueprint.
    - Both the pre-test and comprehensive examination are proctored, and instructions for enrollment and proctoring will be provided to the student at the start of the final semester.
    - Repeating the Comprehensive Exam (NP Students):
        - Students who fail the comprehensive predictor examination will automatically repeat it once within the same semester. Any costs associated with retaking a comprehensive exam are the student's responsibility.
        - Following a second unsuccessful attempt on the predictor examination, a graduate nursing faculty committee will holistically evaluate the student's performance on all attempts (including the pre-test and both predictor exams). A recommendation is made based on the results of all attempts.
        - Students who are not deemed successful by the graduate nursing faculty committee within the expected graduating semester will enroll in NURS 5992 for the next semester to complete a comprehensive remediation plan before retaking the exam in NURS 5992. Students enrolled in NURS 5992 have the entire semester to complete the comprehensive examination successfully. After NURS 5992, if the student has not passed the comprehensive exam, no Graduate Nursing degree is awarded.
- *NE students*—complete a written exam with essay questions following the NLN Educator Competencies.
    - Students receive an email with the assigned essay questions. They are provided a timeframe for completion (not more than five business days). The Written Comprehensive Exam is graded by the NURS 5719 faculty using a standardized rubric. Should the comprehensive exam be rated by the NURS 5719 faculty as non-passing, a second faculty is appointed to review the submission.
    - Repeating the Comprehensive Exam (NE Students):
        - Students who fail the comprehensive examination will automatically repeat it once within the same semester.
        - Following a second unsuccessful attempt on the examination, the student's performance on both attempts is holistically evaluated by a graduate nursing faculty committee. A recommendation is made based on the results of both attempts.

- Students who are not deemed successful by the graduate nursing faculty committee within the expected graduating semester will enroll in NURS 5992 for the next semester to complete a comprehensive remediation plan before retaking the exam in NURS 5992. Students enrolled in NURS 5992 have the entire semester to complete the comprehensive examination successfully. After NURS 5992, if the student has not passed the comprehensive exam, no Graduate Nursing degree is awarded.

Examinations

While students may occasionally be asked to go to a local testing site for a proctored, high-stakes examination, most quizzes and tests are conducted online. Students may not collaborate with others or use references during examinations unless otherwise stated. This means that during an exam, a student may not:

- Open another browser window or use any other method to look up an answer.
- Communicate with anyone via online chat, telephone, email, text message, in-person, or other forms.
- Use a phone or video camera.
- Ask someone to take the exam for you.
- Copy or photograph exam questions for personal use or to share with others.

For further information about cheating and academic misconduct as described above, students should reference the section on cheating, dismissal from the program, and the Honor Code in this Handbook.

For identified examinations, the Graduate Nursing program uses a proctoring service. This virtual proctoring service requires a webcam on the computer when taking an exam. You should not discuss the exam with other students who have not yet taken it. The student's responsibility is to make sure that they have the proper technology (i.e., computer, webcam, etc.) and reliable access to the internet before synchronous sessions and exams to complete coursework. If a student anticipates a technology issue before any of these situations, their faculty member should be notified proactively. Exam retakes are not allowed. There are no adjustments to exam scores based on computer or internet concerns. Students should contact the APSU Helpdesk immediately if there is a D2L technology issue during an exam. Students should contact the support number for the proctoring site if they are having proctoring problems. The program faculty will review all of these situations. Exams must be taken within the timeframe outlined on the course calendar. If a student misses an exam without reasonable explanation (medical emergency, etc.) and fails to notify the faculty, they will receive a zero without a chance of make-up.

Technology Expectation

Competency in using the computer to access information, communicate by E-mail and use Excel, Microsoft Word, and PowerPoint is a requirement of the Graduate Nursing program. It is the student's advantage to have their computer, modem, and access to a reliable internet connection. Students should not rely solely on mobile devices like tablets and smartphones to complete coursework. Many Graduate Nursing courses require a webcam, speakers, and microphone. Specific information regarding minimum

system requirements and equipment can be accessed through the APSU Distance Education's website.

Expectations for Writing
All written work is graded based on assignment content criteria. However, all writing assignments are expected to demonstrate graduate-level writing, which includes writing that is free of typographical errors, misspellings, and punctuation errors. Graduate nursing writing assignments must be completed without the assistance of generative artificial intelligence (AI). Graduate-level writing also contains proper grammar and correct formatting using the latest edition of the Publication Manual of the American Psychological Association (APA) when applicable. Writing should be concise, include relevant content and support, and meet assignment requirements in a well-presented, easy-to-read format.

APA Formatting
The School of Nursing expects that Graduate Nursing students use the APA style for their written work. APA style is not only for citations but also required for the formatting/style of written work.

Statistics Proficiency
Graduate nursing students are expected to read and analyze nursing research and scholarly literature and interpret the statistical data. All students are encouraged to refine their statistical knowledge before taking Nursing 5107, Scientific Inquiry.

Originality and Student Assignments
Sharing assignments, exam information, and graded work is considered academic dishonesty. Students may not submit the same or significantly similar assignments for different classes or the same class that a student is retaking. This is known as assignment recycling or self-plagiarism and is not acceptable. Each assignment should be original work created by the student to meet that particular assignment's objectives.

Turnitin is a text--matching software tool that is integrated into D2L and is available to faculty for both educational purposes (i.e., improving student writing and citation practices) and for the review of student work in case of suspicion of plagiarism or other breaches of APSU's academic integrity policies. Turnitin indicates whether the text in a submitted document matches its database. It has three components: the Internet, journal article databases, and papers previously submitted to Turnitin by participating universities.

Generative Artificial Intelligence (AI)
All graduate nursing students have obligations under the APSU Code of Student Conduct to complete academic and scholarly activities with honesty and with proper attribution. Graduate Nursing students are also responsible for upholding the professional and ethical standards in the ANA Code of Ethics and in the Graduate Nursing Honor Code (see the “Honor Code” in this Handbook).

To maintain a culture of integrity and respect, the use of generative artificial intelligence

(AI tools), including but not limited to, ChatGPT, Sudowrite, DALL-E, Github Copilot, and others, should not be used to complete course assignments in the Graduate Nursing Program.

Capstone Project

Every Master's student in the Graduate Nursing program must complete an outcome-driven quality improvement research project. This is achieved with the advice and consultation of the Capstone Faculty and academic advisor. Details on procedures related to the Capstone project are posted in the Capstone course

REMEDIATION

The purpose of remediation is to identify, remediate, and counsel students who demonstrate behaviors or evidence of difficulties in the Graduate Nursing Program as early as possible. Remediation is a support system for the student and is not a disciplinary action. Remediation may be implemented for any significant areas of weaknesses. The NP and NE Clinical Practicum Manuals describe the clinical remediation process. The following are examples of when the remediation process may be initiated for non-clinical reasons:

- Severe academic jeopardy (i.e., low quiz/exam scores, deficient writing skills).
- Lapses in professional judgment (i.e., not completing assignments, absenteeism, unprofessional behaviors).

The faculty initiates the remediation process as soon as an at-risk student is identified. The faculty member is responsible for speaking with the student (via telephone or Zoom) to discuss the identified concerns and develop an individualized remediation plan. The remediation plan must be documented on the form "Nursing Student Remediation Agreement" (see *Clinical Practicum Manual*)

Once the remediation plan is signed, the student has until the established deadline for completion to meet the remediation outcomes. Faculty are available to support the student during this time, but the student must contact the faculty to request additional assistance if/when needed.

When the deadline for completion has passed, the faculty member is responsible for communicating with the student to determine whether the remediation plans have been met. If the evidence supports the successful attainment of remediation plans, they are considered complete once they are signed by faculty, student, and the graduate nursing coordinator. If the evidence does not support the successful attainment of remediation plans, the remediation is considered unsuccessful. Unsuccessful remediation signifies that the student cannot master a critical course outcome or requirement; therefore, the student will receive a failing grade.

ATTENDANCE

Online Course Attendance
Success in nursing graduate courses is dependent on active participation and engagement throughout the course. Students must complete all assignments and actively participate in course discussions by the due date.

Additionally, students are expected to:

- Participate in course activities at least four times a week – on different days to read emails, review course announcements, complete weekly assignments, review the course content, complete assessments, discussions, and other weekly deliverables as directed by the faculty and outlined in the syllabus.
    - Participation does not mean students' are merely logging into D2L. The student must actively open course content, participate in the discussion, etc.
- Participate in the weekly threaded discussions (see the discussion board rubric on D2L).
- Meet all due dates for graded course items per the course calendar.
    - Participate in Zoom sessions as required in each course (see the Zoom participation rubric on D2L)
    - Submit course assignments by the posted deadline.
    - Take course quizzes/examinations by the posted deadline.

If a student finds that they cannot meet the course's minimum participation or discussion requirements, they should contact the course faculty as soon as possible.

Scheduled Breaks/Holidays & Weekends
The Graduate Nursing program follows the APSU academic calendar. Unless the student is enrolled in a mini-semester that runs over typical holiday breaks, the university does not have classes on a scheduled holiday break (e.g., Thanksgiving Break, Memorial Day, Spring Break), and students are not expected to log into class or turn in course assignments. Of course, a student may still participate in the online components of a course during the break. Policies regarding holidays/scheduled breaks and clinical rotations are outlined in the *Graduate Nursing NP and NE Clinical Practicum Manuals.*

Unless otherwise identified on the course calendar, students are expected to participate in online courses on weekend days that are not included in scheduled break time. Students may have assignments, tests, discussions, and other assignments due on weekends. Please see the course calendar for specific due dates.

Inclement Weather & Campus Closings/Delays
Online courses are not affected by university schedule changes due to inclement weather or campus closings/delays. The instructor in an online course is responsible for any modifications in course deadlines, assignments, or other requirements in an online course. Students who are directly impacted by inclement weather and feel that they

need leniency for attendance and/or an extension for course requirements should contact their faculty for individual guidance in these situations.

Weather and travel conditions near clinical sites may be different than conditions on the APSU campus in Clarksville. Graduate Nursing students who are planning to be at their clinical sites when classes are canceled due to inclement weather should use good judgment related to conditions in their home communities and the community where their clinical site is located. If the site is open and students feel they can safely get there or stay there (if they are already at the site when the university is canceled), they should do so. If conditions are such that the student feels that he or she cannot get there safely, s/he must notify his clinical preceptor and adjust clinical times accordingly, to get the number of hours needed for that clinical course.

If there is inclement weather or a university closing during the required on-campus intensive (OCI) days, the intensive may need to be canceled. Faculty will work with university personnel to decide on cancellation. Every effort by the faculty is made to notify students of the cancellation/delay of the OCI as early as possible. These changes are posted to D2L. Missed OCIs due to inclement weather will be made up by altering the original scheduled day and time.

Clinical Attendance

The student is expected to participate responsibly in clinical experiences at the scheduled times. If the student is absent for unavoidable reasons, it is the student's responsibility to notify the preceptor immediately and make arrangements to make up the hours. Changes to a student's clinical schedule must be communicated to the clinical course faculty.

Clinical sites may still be fully operational when courses are canceled due to inclement weather. Students who feel unsafe traveling to a clinical site for the clinical experience should prioritize personal safety and contact their preceptor and/or clinical faculty before starting the scheduled clinical experience to discuss plans.

STUDENT COMPLAINTS

The APSU School of Nursing values feedback from its students and believes students should express concerns free from duress or retaliation. It is hoped that minor differences and concerns can be resolved without recourse to the formal grievance process listed below.

If a student has an issue with another student, faculty, staff, or any other party, the student should first make an effort to resolve the conflict or complaint with the person. If no resolution is reached, the student should attempt to resolve the issue following the SON Chain of Command (described under "Professional Communication" in these Student Guidelines).

If a student has a problem with the SON policy/procedure, they should submit their concern in writing to the appropriate SON Graduate Committee Chairperson. For example, if the problem concerns a curricular issue, they should raise their concerns (in writing) to the Graduate Nursing Curriculum, Admission, and Retention (CAR) Committee Chair. The student can get a list of committee chairs from any SON Graduate faculty member.

This complaint procedure is not intended to replace other policies and procedures applicable to handling a student's complaint. For example, a complaint about a grade should still be managed via the APSU academic grievance policy; a financial aid related complaint should still be addressed to the Financial Aid Office, etc.

GRIEVANCE POLICY

The APSU School of Nursing is dedicated to a policy that provides that all grievances relating to students, including grade appeals, are handled fairly and equally. The grievance policy applies to both academic and non-academic student issues/complaints.

- **Academic grievances**: include student issues/complaints about course grade(s) or the method(s) of evaluation.
- **Non-Academic grievances:** include student issues/complaints about the actions and performances of University personnel in non-academic matters.

The steps to initiate the university grievance policy for Graduate Nursing students are as follows. The student is advised on how to proceed with each step. If there is a formal grievance by the student, it must be submitted in writing.

1. **Student-Faculty Discussion**: If a student has an issue/complaint within a course or with a faculty member, the student should make an appointment with the involved faculty member(s). The student or faculty member may ask a support person to attend; however, the support person may not contribute to the discussion. If the meeting does not resolve the issue/complaint, the student may schedule an appointment with the Graduate Nursing Program Coordinator.

2. **Graduate Nursing Program Coordinator:** The Graduate Nursing Program Coordinator will investigate and document the issue/complaint. The student may accept the Coordinator's decision, or the student can then appeal to the Director of the School of Nursing.

3. **School of Nursing Director:** The Director of the School of Nursing will investigate and document the issue/complaint. The student may accept the Director's decision, or the student can then appeal to the dean of the College of Behavioral and Health Sciences or continue with the formal APSU Student Grievance Procedure.

4. **University Level Grievance**: The formal university student grievance policy and procedures are described in the APSU Student Handbook/Calendar and linked to the APSU website.

    - **APSU Academic Grievance Procedure *(APSU Student Course Grade Appeal Policy # 2:040)***
    - **APSU Student Non-Academic Grievance Procedure *(APSU Student Policy # 3:002)***

The APSU Office of Student Affairs lists resources and procedures for students who may have complaints related to university issues (i.e., residency appeals, traffic appeals, etc.).

HONOR CODE

Plagiarism, cheating, use of generative artificial intelligence, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, directly or indirectly through participation or assistance, are immediately responsible to the course's faculty. Academic misconduct includes but is not limited to unauthorized access or possession of exams or exam questions, unauthorized taking of written or taped notes during exam review sessions, or plagiarism. Plagiarism is interpreted as quoting or paraphrasing another individual's work (published or unpublished) without proper credit citation. (For further information, refer to the APA Manual).

The US Department of Health and Human Service Office of Research Integrity defines Self-Plagiarism as follows: "redundant publication has a direct counterpart in the area of academic dishonesty-it is referred to as 'double' dipping.' It occurs when a student submits a whole paper or a substantial portion of a paper to fulfill a course requirement, even though that paper had earlier been submitted to satisfy the requirements for another course taught by a different professor. Many college undergraduates and even some graduate students are not aware that this type of practice is a serious offense and constitutes plagiarism."

> *Reference: U.S. Department of Health and Human Services, National Institutes of Health Office of Research Integrity. (2013). Academic self-plagiarism (double-dipping). Retrieved from http://ori.hhs.gov/plagiarism-15.*

In addition to other possible disciplinary sanctions that may be imposed through the regular University procedures as a result of academic misconduct, the faculty has the authority to assign an "F" or a zero (0) for the exercise or examination or to assign an "F" in the course.

CORE PERFORMANCE STANDARDS

Because the School of Nursing seeks to provide a reasonably safe environment for its nursing students and patients, a student may be required to demonstrate their physical and/or emotional fitness to meet the program's essential requirements. Such requirements may include performing specific physical tasks and suitable emotional fitness. A qualified student with a disability is one who, with or without reasonable accommodations or modification, meets the program's essential eligibility requirements known as the *Core Performance Standards*. The School of Nursing has established core performance standards that were promulgated by the Southern Council on Collegiate Education for Nursing (www.sreb.org). The standards set cognitive, sensory, affective, and psychomotor performance requirements. They are as follows:

Requirements	**Standard**	**Examples**
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with the level of educational preparation.	*Not limited to* identification of cause/effect relationships in clinical situations. Use of scientific method in the development of patient care plans—evaluation of the effectiveness of nursing interventions.
Professional Relationships	Interpersonal skills are sufficient for professional interactions with a diverse population of individuals, families, and groups.	*Not limited to* the establishment of rapport with patients/patients, groups, and colleagues of a variety of social, emotional and cultural backgrounds. Capacity to engage in successful conflict resolution. Peer accountability.
Communication	Communication adeptness is sufficient for verbal and written professional interactions.	*Not limited to* the explanation of treatments, procedures, initiation of health teaching. Documentation in written form and interpretation of nursing actions and patient responses.
Mobility	Physical abilities sufficient for movement from room to room and in small spaces.	*Not limited to* movement about the clinic, a patient's room, workspaces, and treatment areas that may include confined spaces. Administration of rescue procedures-cardiopulmonary resuscitation. Lifting up to fifty pounds of weight.
Motor Skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care.	*Not limited to* calibration and use of equipment. Operate computers and other equipment in clinical, laboratory, and

		courseroom settings—therapeutic positioning of patients.
Hearing	Auditory ability sufficient for monitoring and assessing health needs.	*Not limited to* auditory ability sufficient to monitor and assess health needs, and to learn from audio aided instruction in courseroom settings. Ability to hear monitoring devices, alarms, and emergency signals. Ability to discern auscultatory sounds and cries for help.
Visual	Visual ability sufficient for observation and assessment necessary in patient care.	*Not limited to* visual ability sufficient for observation and assessment necessary in nursing care, and to learn from visual-aided instruction and demonstration in the courseroom. Ability to observe the patient's condition and responses to treatments.
Tactile Sense	Tactile ability is sufficient for physical assessment.	*Not limited to* the ability to palpate in physical examinations and various therapeutic interventions (e.g., insertion of a catheter or intravenous line).

If a student believes that he/she cannot meet one or more of the core performance standards without accommodations or modifications, it is appropriate for the student to take the responsibility of identifying her or his need for accommodation to the APSU Office of Disability Services. If an applicant or student self-reports that he or she cannot meet one or more of the core performance standards without accommodations, the Graduate Nursing program, in conjunction with the Office of Disability Services must determine whether accommodations can reasonably be made.

CONFIDENTIALITY

Nursing is a profession that attempts to care for the whole person in states of sickness and health. Because of this austere charge, the nurse must become very well acquainted with the patient and sometimes be the person who knows the most about the patient in almost every way. This privileged relationship is based on trust, empathy, and rapport. Therefore, it is imperative that information given to the nurse in the nurse-patient relationship or collegial relationships with other professionals be held in the strictest confidence. This is not something that automatically happens because the nurse or the nursing student is a friendly, honest person. It is developed through conscientious commitment and becomes a hard and fast habit. The integrity of the profession is dependent on this habit.

In nursing schools, nursing students must integrate this habit immediately and begin in the first clinical course to respect the patient as an individual with rights, one of which is confidentiality. The faculty expects professional behavior at the student level. The faculty cannot offer effective learning situations if the student cannot be trusted to respect the patient's confidentiality and humanity. A student who violates the patient's rights in any way, particularly and most noticeably in the area of privacy, is in danger of failing the course and being dismissed from the program.

HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) was passed in 1996 to make health insurance more efficient and portable. Additionally, the Act addresses information protection because of public concerns about confidentially. All Graduate Nursing students must complete HIPAA training as described in the Graduate Nursing NP and NE Clinical Practicum Manuals. A HIPAA violation by a Graduate Nursing student may result in a student's dismissal from the Graduate Nursing program.

FERPA & STUDENT PRIVACY

The faculty, staff, and administration of the School of Nursing follow APSU guidelines related to the confidentiality and privacy of student records. FERPA is the acronym for the Family Educational Rights and Privacy Act. FERPA requires that Austin Peay State University (APSU), with certain exceptions, obtain your written consent before disclosing personally identifiable information from your education records. However, APSU may disclose appropriately designated "directory information" without written permission unless you have advised APSU to the contrary in accordance with APSU's procedures.

SCHOOL OF NURSING POLICY REGARDING USE and/or ABUSE OF DRUGS/ALCOHOL

The presence or use of substances that interfere with nursing students' judgment or motor coordination in the clinical setting poses an unacceptable safety risk for patients, colleagues, the University, and the health care agency. Therefore the manufacture, possession, distribution, or dispensing of alcohol or illegal drugs, the misuse of legally prescribed or “over-the-counter” medications, or being under the influence of such substances while engaged in any portion of the clinical nursing experience is strictly prohibited by the Graduate Nursing program. For this policy's purposes, “being under the influence” is defined as: the student’s judgment or motor coordination is impaired due to the presence or use of a substance.

Drug and Alcohol Testing

1. Program Testing Policy

Clinical facilities may have stringent policies and procedures requiring students to submit to a drug screen. A positive drug screen may result in denial of the student’s participation in the clinical experience. The student shall incur the costs of all routine testing.

2. Reasonable Suspicion Testing

Nursing students engaged in clinical activity may be requested to undergo a blood/urine screen for drugs and alcohol if reasonable suspicion exists to believe the student is using or is under the influence of drugs or alcohol to interfere with the safe performance of duties. Reasonable suspicion requires some specific, objective basis that the student is then using or is under the influence of drugs or alcohol before requiring testing. Reasonable suspicion may include: Observable phenomena include direct observation of drug/alcohol use and/or the physical symptoms or manifestations of being under the influence of such, or abnormal conduct or erratic behavior. The student shall incur the cost of all testing done on a reasonable suspicion basis.

When a supervisor (APSU School of Nursing faculty or the agency personnel responsible for the student or patient care) has a basis to believe reasonable suspicion exists, the supervisor must contact another supervisor (faculty or staff) to corroborate his/her observations. In situations where it is believed the student may endanger the safety of patients, employees, or self, the student’s supervisor will immediately remove the student from the clinical situation before taking further action. If reasonable suspicion is corroborated, the student should be confronted with the observations and be required to undergo drug and alcohol screening as soon as possible. Refusal to submit to a facility’s request for reasonable suspicion will result in the student not attending clinical at that site. The student is subject to disciplinary action by the School of Nursing and/or University.

If it is determined that the student cannot safely continue assigned tasks, the student will not be allowed to return to the clinical setting that day regardless of whether reasonable suspicion is corroborated, or whether the student is tested or not. The student is required to have a responsible person arrive at the facility to transport them home. If a reliable person cannot be identified, the police will be called for disposition. If the student is violent, the facility is asked to follow its rules for controlling a violent visitor.

If a student (without a direct supervisor from APSU being present) is requested by a facility to leave due to what the facility supervisor deems behavior consistent with alcohol or drug use, the student is required to be drug/alcohol tested. Refusal to submit to a facility's request for reasonable suspicion screening will result in the student being unable to attend clinical at that site. They will be subject to disciplinary action by the School of Nursing and/or University. The facility must contact the APSU School of Nursing when the behavior occurs and report the incident and provide written documentation of the incident.

3) Positive drug/alcohol test or refusal to test

Any positive result or refusal to submit to required drug testing will affect the student's status within the program, up to and including dismissal from the Graduate Nursing program. If the positive result indicates a violation of the APSU's social disciplinary policy, the test results will be discussed with the appropriate Student Affairs official for a determination of appropriate action. The student who is required to be tested for drugs/alcohol may not return to the clinical area until all progression conditions have been met. The Graduate Nursing Admissions and Retention Committee and the School of Nursing director will decide when a student may return to the clinical setting.

Graduate Nursing Curriculum, Admission and Retention Committee SUBSTANCE ABUSE POLICY—Positive Drug Screen

In the event of a positive drug screening of a student currently enrolled in the Graduate Nursing program, the School of Nursing is notified, and the student must withdraw from all Graduate Nursing courses. Due to all Graduate Nursing students maintaining RN licensure, the School of Nursing must report to the appropriate State Board of Nursing.

Readmission following a positive drug screening

1) Students who are withdrawn from the Graduate Nursing program for reasons related to a positive drug screen must submit a letter to the Graduate Nursing Curriculum, Admission and Retention Committee requesting readmission to the Nursing. Readmission is not guaranteed.
2) The student must submit documentation to the Director of the School of Nursing from a licensed therapist specializing in addiction behaviors indicating the status of recovery and/ or documented rehabilitation related to the substances used or abused. Documentation must include a statement by

the licensed therapist that the applicant is able to function effectively and provide safe, therapeutic care for patients in the clinical setting.

a) Students residing in Tennessee and holding a Tennessee RN license should utilize the Peer Assistance Program: ***The Tennessee Professional Assistance Program*** is a voluntary program funded by nurses' licensure fees through the ***Tennessee Board of Nursing***. The program offers consultation, referral, and monitoring for nurses whose practice is impaired or potentially impaired due to drugs or alcohol, or psychological or physiological condition.
b) For Graduate Nursing Students, a referral can be made confidentially by the employer, EAP, co-worker, family member, friend, or the nurse her/himself. If the nurse is willing to undergo a thorough evaluation to determine the extent of the problem and any treatment needed, all information is kept confidential from the Board of Nursing, and the nurse does not face disciplinary action against his/her nursing license (TN Department of Health/Peer Assistance Program)

3) If the student has positive results for a drug screening after readmission to the Graduate Nursing Program, the student will be dismissed from the Graduate Nursing Program with no option for readmission to the program.
4) If readmitted, the student is subjected to direct observation, random and reasonable suspicion drug screening at the student's expense for the duration of their studies in the Graduate Nursing program. Subsequent drug screenings may be direct observation screenings.
    a) TnPAP should be used for students living and licensed in Tennessee for monitoring and subsequent follow-up.
5) If readmitted, the student is required to submit a monitoring agreement between the student and a licensed therapist specializing in addiction behaviors, at the student's expense, for the duration of their studies in the Graduate Nursing Program.
    a) TnPAP should be used by students living and licensed in Tennessee for monitoring and subsequent follow-up.

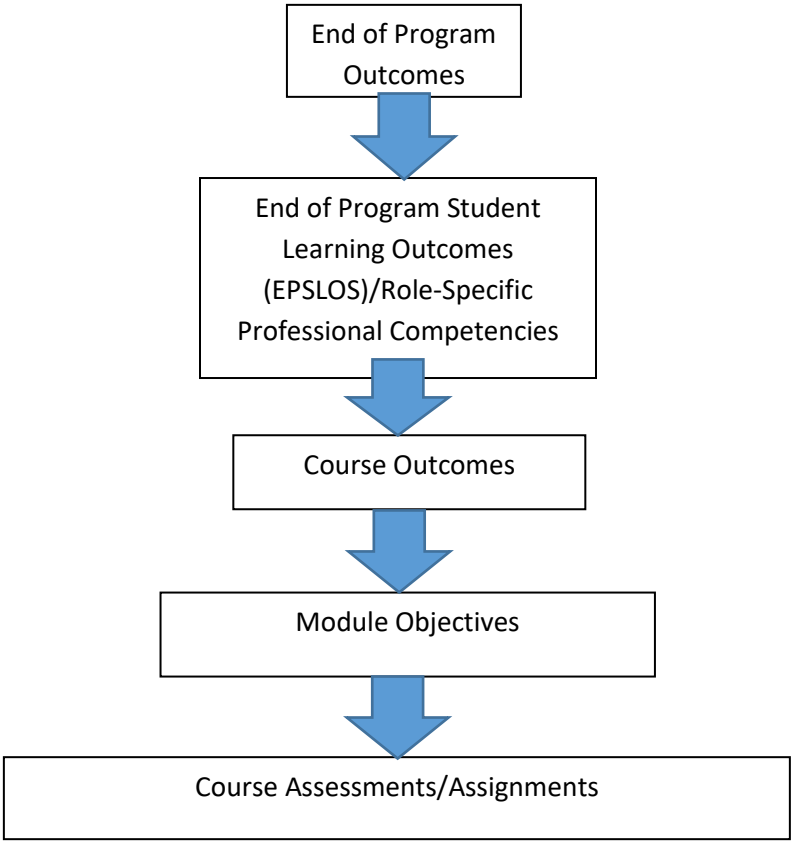
The Graduate Nursing Admissions and Retention Committee will make a written report of their decision and distribute it to the student, involved faculty, Director of the SON, and the Dean of the College. All records relating to the event will be retained by the Graduate Nursing Curriculum, Admission and Retention Committee. Decisions are final, and may not be contested within the SON. Any student grievance related to Graduate Nursing Curriculum, Admission and Retention Committee decisions will be addressed through the University student grievance policy and procedure.

END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLOs)

End of Program Student Learning Outcomes (EPSLOs) are measurable statements that express the knowledge, skills, and behaviors that the student should be able to demonstrate upon completion of the program. The following EPSLOs are consistent with standards of professional practice, professional standards, the Graduate Nursing Program Outcomes (POs), and are consistent with professional standards and competencies.

Role-specific Professional Competencies (RCs) are expected, measurable levels of graduate performance that integrate knowledge, skills, and behaviors.

The following diagram depicts how the End of Program Outcomes (POs) guide the End of Program Student Learning Outcomes (EPSLOs). Student Learning Outcomes then drive the desired outcomes for each course. Within each course module, objectives are identified that support the course outcomes. Each assignment or assessment is then linked to the module objectives. The numbering designation that is seen at the end of outcomes, objectives, assignments, or assessments substantiates this relationship.



Graduates of the MSN program will be able to:

1. Demonstrate advanced-role professional behaviors and leadership competencies, including effective communication and collaboration in the care of diverse patients.
2. Utilize technology to manage information, drive improvement, and mitigate error in advanced nursing care.
3. Analyze evidence-based research to guide decisions and quality improvement in the advanced nursing role.
4. Utilize evidence-based practice guidelines to provide safe, compassionate, and quality care.
5. Demonstrate ethical decision-making in guiding patient management in the advanced nursing role.
6. Analyze data to modify the determinants of health, promoting improved outcomes for individuals and populations.
7. Apply advanced clinical reasoning in the management of patient-centered care.
8. Integrate advocacy strategies to influence policy at the system level.

Graduates of the NE Concentration will also be able to:

1. Demonstrate competence in developing, implementing, revising, assessing, and evaluating curricula and programs using relevant theories, teaching and learning strategies, and technological innovation.
2. Evaluate the tripartite role in educational environments of higher learning.

Graduates of the FNP Concentration will also be able to:

1. Demonstrate independence and accountability in managing primary healthcare needs, including identifying differential diagnoses, prioritizing, and managing health and illness needs for individuals and families across the lifespan.

Graduates of the PMHNP Concentration will also be able to:

1. Demonstrate independence and accountability in managing psychiatric and mental health care needs, including identifying differential diagnoses, prioritizing, and managing acute and chronic disorders for individuals across the lifespan.

GRADUATE NURSING ADVISING & ACADEMIC SUCCESS

Advising

Graduate Nursing students benefit from a dual advising structure. All students are assigned a nursing faculty advisor and a professional academic advisor. Both advisors can address questions about program and graduation requirements; however, students can think of the difference between these advisors as a difference in perspective and scope.

- **Professional Academic Advisor:** The Graduate Nursing program has a Professional Academic Advisor who assists students through the admission and initial enrollment process through program completion. Under the guidance of faculty, this advisor helps students address questions and concerns about university policies and procedures, degree evaluation, registration, and scheduling issues. Each semester, this advisor approves the student to register for their outlined course sequence within the university academic calendar's advising dates. The Professional Academic advisor is best reached by emailing graduatenursing@apsu.edu.

- **Faculty Advisors**: All incoming graduate nursing students are assigned a faculty nursing advisor who mentors them for all questions regarding academic and program progression and career goals. Faculty members are experts in the field who teach courses and assist students in navigating the curriculum, plan of study, academic systems, and program policies/procedures.

Advising for Graduate Nursing students is primarily completed via email. Students are encouraged to communicate with their advisors and email them as often as needed throughout the semester.

Academic Success

The following are a few tips for the successful completion of the Graduate Nursing degree:

- *Review the Course Syllabus*: The syllabus is the guide for each course. At the beginning of each semester, carefully read the syllabus taking note of course outcomes, assignments, exams, and important dates. If you have questions about the syllabus, ask the course faculty.
- *Listen to the course lectures*: The faculty in most courses have provided video lectures to facilitate learning the content. You must listen to these and review the course readings and resources.
- *Time Management*: Online courses certainly give you a lot of flexibility regarding when you study, but that doesn't mean you don't have to study! Just as you might attend a face-to-face lecture regularly each week, you need to schedule time (and enough of it) in your calendar to study the materials in your online course and complete assignments. Treat those blocks of time as seriously as you would a face-to-face course by sticking to them, and letting your friends and family know you are unavailable during those times. The most common reason for course failure is not able to balance outside employment and study time. Place

all assignment due dates on your calendar and try to log in to the courseroom every day.

- *Stay Organized*: Students enrolled in traditional courses usually have a consistent schedule to follow each week. Students may have to find ways to stay on top of their work for online classes. Organize all of your files in a way that makes sense to you. It's also wise to keep a copy of anything you submit if a technology problem requires you to resubmit it—even your discussion forum posts. Don't forget to take good notes while doing your readings or watching online lectures, just as you would in any other course.
- *Establish a Good Workspace:* You must have an excellent place to do your work. Find a quiet place with a good internet connection, access to power, and freedom from distraction.
- *Don't wait until it's too late*: Often, graduate students do not reach out to faculty or resources until it's too late. Contact your faculty member at the first sign of academic jeopardy or when life interrupts your ability to be successful. The faculty are here to support you.
- *Utilize Your Resources*: APSU provides many resources to assist graduate students. These include writing coaches, disability support services, test-taking strategies, career services, counseling, and more. You should seek assistance when needed and access and utilize the resources available.
- *Seek Help When Needed:* The online space need not isolate. Your instructor indeed lacks seeing your body language in class to understand whether you might be struggling. Your faculty is still there to help you, even if you do not see them daily in class.

Advanced Clinical Skill Practice

Graduate nursing students may use the clinical laboratories on the 3rd floor of the McCord Building during active semesters (may not be available during semester breaks or holidays) to practice their advanced nursing skills using simulation models, otoscopes, and other equipment. Students can schedule time in the labs by emailing the Graduate Program Coordinator at graduatenursing@apsu.edu.

REQUIRED INTENSIVES

Intensives take place throughout the program to enhance learning. On-Campus-Intensives (OCIs) are required visits to the Clarksville, Tennessee, campus. Students will receive dates and times well in advance for planning purposes. The Clinical Intensive is a "Virtual" experience.

The Intensives allow students to learn and practice advanced skills, test classroom education, and socialize under the graduate nursing faculty's guidance.

- The FNP & PMHNP Concentrations require three intensives: Assessment, Clinical, and Final.
- The NE Concentration does not require any on-campus intensives.

***ASSESSMENT*:** The Assessment OCI occurs at the end of the Advanced Health Assessment (NURS 5008) clinical/lab course. Students are required to come to campus. The Assessment OCI gives students a chance to meet classmates and Graduate Nursing faculty in person and strengthen existing professional relationships. In small groups led by the Graduate Nursing faculty, students practice assessment skills acquired in class and participate in open labs, lab practice, and lab check-offs.

CLINICAL: The Clinical Intensive for the NP students occurs during the NURS 5801 or 5811 course. This Intensive is held virtually, allowing students to practice advanced clinical skills. The Clinical Intensive has both synchronous and asynchronous components.

FINAL: The Final OCI occurs towards the end of the final semester before graduation. The Final OCI also involves celebrating the student's accomplishments while completing their last Graduate Nursing courses.

- The Final OCI for the FNP and PMHNP concentration students assesses students' readiness to practice and consists of an Objective Structured Clinical Examination (OSCE).

Intensive Grading/Scoring
Students must complete the entirety of each Intensive to receive full points. Each Intensive will have a scoring rubric to measure the individual expectations and for students to receive summative feedback. Students will receive a copy of the rubric with a summary of expectations at the start of each term, where an Intensive will take place.

Missing a Required Intensive
All Intensives are mandatory. Should a student miss the Intensive due to an emergency, the student should submit documentation (in writing) to the Graduate Nursing Program Coordinator. The documentation should include a letter of explanation and a medical certificate or other supporting evidence to validate the absence. Students with approved (emergency only) absences will receive a grade of incomplete for the course associated with the Intensive (see policy regarding Incomplete grades in these guidelines). Non-excused absences will receive zero credit for the related course assignments. Intensive hours may have to be completed the next time the Intensive is offered (it may not be the

following semester). A student may not progress in the curriculum until all incomplete grades are satisfied. This may delay a student's graduation date.

ACCREDITATION

University Regional Accreditation
Austin Peay State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, education specialist, and doctorate degrees. Questions about the accreditation of Austin Peay State University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website.

Program Accreditation
Austin Peay has numerous programs accredited through specialized program accreditation agencies. These accreditations are earned after rigorous evaluation and proof of excellence within the field of study and degree level. These program accrediting agencies are on the Tennessee Higher Education Commission's list of approved accreditors.

The master's nursing program at Austin Peay State University, located in Clarksville, Tennessee, is accredited by the:

Accreditation Commission for Education of Nursing (ACEN)
3390 Peachtree Road NE
Suite 1400
Atlanta, GA 30326

The most recent accreditation decision made by the ACEN Board of Commissioners for the master's nursing program is initial accreditation. View the public information disclosed by ACEN regarding this program here.

The APSU School of Nursing is fully approved by the TN Board of Nursing:
TN Board of Nursing, 665 Mainstream Drive, 2nd Floor, Nashville, TN 37243
https://www.tn.gov/health/health-program-areas/health-professional-boards/nursing-board/nursing-board/about.html

STUDENT EVALUATIONS & SURVEYS

Student Evaluations

Students evaluate nursing faculty at the end of every course in compliance with the APSU policy and procedure. Students may use these opportunities to provide constructive criticism. The evaluations intend to give valuable feedback to the planning and revising of the curriculum, teaching strategies, and other factors to enhance the learning experience. These evaluations are completed anonymously and are made available to students online. Faculty will receive copies of the students' evaluations, including written comments according to the university timeline. APSU may not administer student evaluations during summer terms, and/or technical issues may limit the university from sending electronic evaluations in any given semester. Students who do not have the opportunity to complete a university-initiated course evaluation (for any reason) may provide feedback by emailing the course faculty or the Graduate Program Coordinator.

Graduate Nursing Student Surveys

Students are expected to complete surveys to aid in program evaluation and curriculum revision. Information requested is necessary for ongoing program improvement, approval, and accreditation purposes.

- ***Enrolled Students***—Graduate Nursing students complete the Annual Graduate Nursing Student survey each April. The survey is sent via APSU email.
- ***Graduating Students***—Graduate Nursing students complete an Exit Survey before graduation.
- ***Nursing Alumni***—each graduating cohort is asked to complete a Graduate Survey 12 months post-graduation. Graduates need to inform the APSU Alumni Office and School of any changes in contact information. Please email any changes in contact information to graduatenursing@apsu.edu

GRADUATE NURSING CLINICAL INFORMATION

A complete set of guidelines for clinical practicum experiences can be found in the *GRADUATE NURSING NP Clinical Practicum Manual, NE Clinical Practicum Manual, and the Preceptor Orientation/Guidelines Manual*. Please refer to these *Manuals* for any questions about clinical and required documentation. The following guidelines are a general overview of clinical GNSApolicies and procedures.

Preceptor Supervised Clinical/Practicum Experiences
Clinical experiences in the graduate program are supervised by qualified preceptors working with the Graduate Nursing faculty. Students in the program are located throughout the U.S; however, students may not be able to complete clinical in all fifty states. For this reason, students are asked to identify a clinical site and preceptor in their geographic area. If a student wants to complete clinical in another state (other than TN), they should email graduatenursing@apsu as soon as possible. Graduate Nursing students must have approved, fully executed preceptor agreements before entering any clinical practicum site as part of the Graduate Nursing program. It is never too early for a student to begin the identification of potential clinical preceptors. Please review the *Graduate Nursing NP Clinical Practicum Manual, NE Clinical Practicum Manual, and Preceptor Orientation/Guidelines Manual* for preceptor requirements. Information regarding preceptor qualifications, identification of clinical preceptors, and criteria for preceptor-supervised clinical experiences can be found in the *Graduate Nursing NP Clinical Practicum Manual, NE Clinical Practicum Manual, and Preceptor Orientation/Guidelines Manual.*

Clinical Supplies & Transportation

Students are required to purchase their stethoscopes and clinical supplies. These and other supplies may be purchased at any vendor or through the University Book and Supply Store. The School of Nursing requires that students assume responsibility for transportation to and from the clinical site and OCIs.

Clinical Dress Code
Students must wear appropriate professional attire, including a white lab coat and a name badge for all clinical rotations. Please see the *Graduate Nursing Clinical Practicum Manual* (by concentration) for detailed information on dress code requirements.

Medatrax Electronic Clinical Log System
Students are expected to use the Medatrax system to submit the required clinical documentation and health regulations. Students will purchase access to Medatrax and receive training in NURS 5007. Student health and regulatory files are maintained in the Medatrax system. Students may not start clinical until all documentation has been uploaded to Medatrax and approved by the MSN Clinical Coordinator and course faculty. All documents must be kept up-to-date to continue clinical throughout the academic year – this is the students' responsibility. Students should keep copies of these documents in a personal file to be available, if needed, during their clinical

experiences. Please see the *Graduate Nursing Clinical Practicum Manual* (by concentration) for more information.

Health Clearance/Clinical Requirements
ALL Graduate Nursing students must have current and up-to-date documentation of meeting ALL health and safety requirements of the clinical site and APSU. Please see the *Graduate Nursing Clinical Practicum Manual* (by concentration) for detailed information on requirements. Clinical sites have a list of health requirements students must meet to attend clinical at that site. If a student is not in compliance with the health and regulatory requirements of the individual clinical site, they will not be allowed to attend clinical at that site. This includes any required vaccinations, drug testing, etc.

Mandatory Clinical Orientation and Agency-Specific Pre-Clinical Requirements
Depending on specific agency regulations, students may be required to complete additional orientation and/or training online or on-site at the agency. Students must complete facility-specific paperwork before deadlines set by the APSU Graduate Nursing program and Clinical Site.

RN Licensure
Graduate Nursing students must be licensed as a Registered Nurse. Students must provide a copy of their current unencumbered license upon entry and documentation of renewal before the expiration of the current licensure. Students must be licensed in their state of residence and in the state where clinical takes place.

Personal Health Insurance
Personal Health Insurance is a requirement for each Graduate Nursing student. This is required upon enrollment and must be maintained throughout the program. Plans are available for preview and purchase through the Health Exchange website.

Professional Liability Insurance
The Graduate Nursing student practices under their RN license and must maintain current advanced practice student liability insurance. The Graduate Nursing Program arranges for liability insurance. Specific requirements can be found in the *Graduate Nursing NP and NE Clinical Practicum Manuals*.

CPR Requirement
Students must be trained in CPR before enrolling in degree programs or postmaster certificate programs. CPR training must be obtained through the American Heart Association Health Care Provider (BLS) course, including CPR/AED. Students must provide renewal documentation before the expiration of their current CPR card.

Criminal Background Check
All nursing students must undergo required criminal background checks to enhance patient safety and protect the public. The School of Nursing uses an outside vendor that all students must use. Should students not enroll in courses once they start clinical, they will have to repeat the background check. Instructions for completing the background check can be found in the *Graduate Nursing NP and NE Clinical Practicum Manuals.*

HIPAA & OSHA Training
Before starting the first clinical/practicum experience, and on an annual basis, students must complete and verify completion of the HIPAA and OSHA/Infection Control/Hazardous Materials training. Instructions for completing this requirement can be found in the *Graduate Nursing NP and NE Clinical Practicum Manuals.*

Credit Hour to Clinical Hour Requirements
Each clinical or lab course student credit hour equals sixty (60) clock hours. For example, NURS 5008- Advanced Health Assessment and Clinical Reasoning across the Lifespan is a (1) credit hour course and requires 60 hours of lab-related activities (i.e., 1 x 60 = 60). Another example is NURS 5801-Primary Care Practicum I. NURS 5801 is a (3) credit hour course and requires students to attend 180 clinical hours (i.e. 3 x 60 = 180).

The only exception to this is NURS 5809 and 5819. NURS 5809 and 5819 have an additional credit hour added to the course due to the large number of end-of-program competency assessments that occur in the course. For example, 5809 is a (5) credit hour course; however, only (4) are utilized for direct care clinical hours (i.e., 4 x 60 = 240); the remaining credit hour allows for time to learn, reflect, and complete end-of-program competency assessments.

INJURY and EXPOSURE OCCURRENCE

In the case of a student injury and/or exposure during a School of Nursing clinical or class, the student's safety and well-being are the priority. The student must IMMEDIATELY notify the faculty member responsible for the course or clinical. If the faculty member is unavailable, the nurse preceptor must be notified. The policies of the occupational or employee health department of the institution will be followed. If the student has sustained a serious injury or has been exposed to blood, body fluids, or hazardous materials, then time is of the utmost importance, and the student should receive prompt treatment through the qualified health care provider of their choice or the emergency department of their choice. All students are required to carry personal health and medical insurance. Students are responsible for any medical fees incurred.

A School of Nursing incident/injury/exposure report is to be completed by the student, faculty member, and witness (if applicable) as soon as possible after the incident. The faculty member will notify the Office of the Director of the School of Nursing as soon as possible. The incident/injury/exposure report is found in the *Graduate NP and NE Clinical Practicum Manuals.*

PATIENT SAFETY, CARE, and ETHICS

The APSU School of Nursing adheres to the ANA Code of Ethics regarding the care of all persons. The Code of Ethics for Nurses is a dynamic document that is an integral part of nursing's foundation. It is a concise statement of the ethical obligations and duties of every individual who enters the nursing profession, a non-negotiable ethical standard, and an expression of nursing's understanding of its commitment to society. Nursing encompasses the prevention of illness, the alleviation of suffering, and the protection, promotion, and restoration of health in the care of individuals, families, groups, and communities. Individuals who become nurses are expected not only to adhere to the ideals and moral norms of the profession but also to embrace them as part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics makes explicit the profession's primary goals, values, and obligations.

Patients have the right to expect competent and safe professional nursing care. Any student who, in the faculty's professional judgment, places or may place a patient in physical or emotional jeopardy in any clinical Graduate Nursing course may be immediately removed from the course by clinical faculty, and a clinical failure may be assigned. Any issue of integrity or honesty in clinical practice will receive an automatic failing grade (F) in clinical. Issues of grave concern may result in disqualification from the nursing major.

The Tennessee Nursing Practice Act allows students to provide only care that has been safely delegated to the student by faculty. Students who practice beyond the level of care that has been delegated are in violation of the Nurse Practice Act.

The confidentiality of all patients must be maintained in accordance with legal and professional regulations. Breaches in confidentiality may result in failure of the clinical course and may result in dismissal from the program. Patients must never be discussed by name or by identifying information or places where professional discussions may be overheard by others (elevator, dining room, other).

Any student removed or barred from clinical practice by a clinical agency may earn an immediate failing grade (F) in clinical and possibly dismissal from the program.

CHANGE IN RN LICENSE STATUS & RELOCATION

RN License Status
Admission to the Graduate Nursing program and continued enrollment requires proof of an unencumbered, current license to practice as a Registered Nurse in Tennessee or the state where the clinical assignments are completed.

Students with past or pending disciplinary action against a professional license are advised that such actions may affect students' participation in the program. Such actions include, but are not limited to, suspension, probation, or revocation by the licensing body. A past or pending disciplinary action against a professional license will not automatically disqualify a nursing student. Rather, the School of Nursing Director and Graduate Nursing Program Coordinator will make determinations of suitability based on licensure status. Students must notify the Graduate Nursing Program Coordinator if any new complaints or an incident that changes licensure status while a student at APSU. Failure to report a change in licensure status is considered a severe violation and could result in dismissal from the Program.

Out of State Information
Any student who falls into any of the below categories must consider both Academic and Board of Nursing considerations:

- Students who reside in Tennessee and who plan to go to clinical out of state.
- Students who reside outside of Tennessee, and plan to go to clinical outside of Tennessee.
- Students who reside outside of Tennessee, and who plan to go to clinical in Tennessee.

1) **Academic** (Out of State Education)
    a. The State Authorization Reciprocity Agreement (SARA) provides the nation with a state-wide process to expand the opportunities for people's educational achievement by aligning standards and practices across states and creating strategies to effectively address quality online distance education programs while reducing costs to states, institutions and consumers.
2) **Board of Nursing** (Out of State Clinical & Out of State Licensure Post-Graduation)
    a. Any student living outside of Tennessee or a student who lives in Tennessee who plans to complete clinical outside of Tennessee MUST contact that state's Board of Nursing to find out the requirements for an **out-of-state, online program**. This includes the rules for conducting nursing clinical in that state.
    b. Please be aware that we are not approved in all 50 states. There may be rules that prohibit you from going to clinical in that state. It is the student's responsibility to start this process early.
    c. Some states will not license FNPs who complete online programs. Students are advised to contact the board of nursing in the state in which

they are living or planning to live to assure that licensure in the state will be permitted upon graduation.

IF any of the above apply to you, please email graduatenursing@apsu.edu as soon as possible.

Relocation
All students are required to attend on-campus intensives (OCIs) no matter where they reside. Students changing residence should review the "Out of State Information" above.

Each state's higher education and nursing governance boards may set unique requirements for online clinical Graduate Nursing programs that lead to licensure in their state. Due to this, in some cases, students who change their state of primary residency may not continue in the Graduate Nursing program. Students changing their state of residence must notify their faculty advisor and the Graduate Nursing Clinical Coordinator as soon as possible. The faculty advisor will work with the Graduate Nursing Coordinator to verify eligibility and inform the student. Students may be required to travel to Tennessee to complete clinical rotations, testing, or program requirements as necessary.

Clinical Placements for Students Residing Outside of the United States
Any student living outside of the US requesting clinical site approval, except for a foreign US military base classified as a United States Territory, will not be eligible to participate in the APSU Graduate Nursing program. US military bases may have clinical requirements that are more stringent. If a student finds that they are relocating out of the country, they should contact their advisor as soon as possible. The advisor will work with the Graduate Nursing Coordinator to verify eligibility and notify the student. Students may be required to travel to Tennessee to complete clinical rotations, testing, or program requirements as necessary.

Note on Licensure
The nurse practitioner concentrations are designed to academically prepare graduates to practice as APRNs. However, each state Board of Nursing has its own requirements for a Registered Nurse to practice as APRNs in that state. The APSU Graduate Nursing Program meets all requirements for APRN licensure in the state of Tennessee. The APSU Graduate Nursing Program cannot guarantee licensure eligibility outside the state of Tennessee. Applicants are encouraged to contact the applicable licensure board(s) in their state of residence or in the state where they intend to obtain a license before beginning an academic program that results in licensure and prior to beginning any internship/practicum. For more information visit the National Council of State Boards of Nursing (www.ncsbn.org). The APSU School of Nursing cannot guarantee that students will meet state board of APRN licensure requirements in all 50 states and jurisdictions.

CIVILITY

In the APSU Graduate Program, we want to hold ourselves to the highest academic and personal integrity standards and maintain a safe and conducive learning environment for all. We want to cultivate a safe and civil environment free from distractions and disturbances that may interfere with instruction or learning and free from individual or group degradation.

Civility Pledge

Provision 1.5 of the Code of Ethics for Nurses with Interpretive Statements (2015) requires all nurses to create "an ethical environment and culture of civility and kindness, treating colleagues, coworkers, employees, students, and patients with dignity and respect; any form of bullying, harassment, intimidation, manipulation, threats, or violence are always morally unacceptable and will not be tolerated." (p. 4)

To honor this commitment, all members of the Austin Peay State University School of Nursing pledge to abide by our co-created goals and ground rules and to communicate and interact in a respectful, civil manner and with the utmost integrity. When we disagree, we will restrict our differences to the issue itself while respecting the person with whom we disagree. We pledge to create and sustain a workplace that encourages inclusion, collaboration, professionalism, emotional and physical safety, ethical conduct, and productive discourse by all members of the SON. All of our discussions and interactions are conducted in a respectful, civil, and dignified manner as we move towards positive innovation throughout our nursing community.

To accomplish our commitment, we agree to abide by and be accountable for the following ground rules:

- Assume goodwill
- Collaborate with others
- Build trust: Nothing about me without me
- Follow the chain of command
- Respect one another
- Use open, active, direct, effective communication
- Offer solutions when presenting a problem or disagreeing – start with a goal in mind
- Be responsible and accountable for our actions and inactions
- Let the past go—don't hold grudges – today is a new day – hold others accountable when they bring up old issues
- Do not listen to or participate in gossip. Redirect inappropriate comments
- Promote and celebrate each other's successes—everyone needs and deserves recognition no matter how small

Source: American Nurses Association. (2015). Code of ethics for nurses with interpretive statements.

PROFESSIONAL COMMUNICATION

Professional communication between students, faculty, and administration is essential in facilitating students' academic success and effectively meeting the School of Nursing's desired outcomes. Just as within professional nursing practice, nursing students are expected to follow appropriate lines of communication. Concerns between students and students or students and faculty are expected to be appropriately addressed by the individuals involved. If unresolved or a third party is needed to facilitate communication, the following is the chain of command if required:

1. Faculty
2. Graduate Nursing Coordinator
3. School of Nursing Director
4. Enter the University Grievance Procedure (see section "Grievance Policy" in these guidelines)

SOCIAL NETWORKING & NETIQUETTE

Social Media Guidelines

This policy outlines how Austin Peay State University School of Nursing students support institutional communication goals and social media computing guidelines. Graduate Nursing Students are expected to adhere to the Social Media policies outlined by the university and School of Nursing.

1. Graduate Nursing students who participate in cohort-run or student-led social media groups (i.e., Facebook groups) should do so with an intent to create environments that facilitate support, encouragement, and sincere connection. Social media groups should never be used to encourage incivility or bullying toward other graduate nursing students or faculty.
2. Confidentiality of students, faculty, staff, clinical facilities, and patients are to be maintained at all times. Patient information or clinical situations are protected under federal law and should never be discussed on social networking sites.
3. The use of/posting of unauthorized (where permission has not been obtained from involved parties) pictures, logos, videos, or Austin Peay State University School of Nursing materials is strictly prohibited.
4. Students shall not use online social networking to threaten, harass, discriminate, or embarrass other students, faculty, staff, or any member of the public. Texts, photos, e-mails, or videos that are belittling, demeaning, or insulting to faculty, staff, other students, and/or members of the public may not be used/posted. Even if names are not employed, but individuals can be identified by the remarks/posting, and students could be guilty of defamation and/or invasion of privacy.
5. Anyone using these social networking sites should become familiar with the concepts of defamation and invasion of privacy, HIPAA, and FERPA. Elements of a defamation claim include:
    a. Conveying any message about a person through words, images, etc. that could be reasonably understood as being factual (a statement of opinion like " I think Suzy Que cheats on tests" could be considered accurate depending upon the context);
    b. The message is conveyed intentionally or inadvertently to someone other than the person(s) who is subject of the message;
    c. The message conveyed is understood by others to be about the person(s) who is the subject of the message;
    d. The message conveyed would reasonably be understood as being harmful to the reputation of the person(s) who is the subject of the message;
    e. The message conveyed ultimately harms the subject's reputation.
6. Students who use online social networking and identify him/herself as associated with the Austin Peay SON must clearly and explicitly note that any views or opinions made are his/her own and not the of Austin Peay SON.
7. Students may not use social media to communicate information to the faculty. Students must use the professor's appropriate communication method to contact faculty members, e.g. the D2L Portal e-mail.

8. On-campus computers or campus Wi-Fi may not be used for illegal purposes.
9. No social media site created by students should use the Austin Peay State University logo without consent from the Public relations department at Austin Peay.
10. Violation of this policy may result in disciplinary action, including disenrollment from the Graduate Nursing program.

Social Networking Guidelines

1. **Think twice before posting**. Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect on both you and Austin Peay State University School of Nursing. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, seek advice from your faculty, director, or other administrative personnel.
2. **Anonymity is a myth**. Write everything as if you are signing it with your name.
3. **Remember your audience**. A presence in the social media world can easily be made available to the public at large. This includes prospective students, current students, current employers and colleagues, patients and their families, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
4. **Strive for accuracy**. Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the college in any capacity.
5. **Familiarize yourself with and use conservative privacy settings regardless of the content of your profile.** Practice restraint when disclosing personal information on social networking sites; your audience is everyone.
6. **Consider the professional image you would like to portray**. As a rule, only post what you would want your chair or supervisor to see online. Employers are beginning to search social networking sites for background checks for new employees. While we all view our lives outside of work or school as personal, consider the professional image you would like to portray to your patients and their families. Even seemingly innocuous pictures and comments can impact the respect and trust your patients have for you, now and in the future.
7. **Don't "friend" patients, family members, or legally appointed decision-makers on social networking sites.** Even if a subordinate initiates the contact, managers and administrative personnel should not engage in social media interaction with their subordinates (such as becoming "friends" on Facebook).
8. **Respect copyright and fair use**. When posting, be mindful of the copyright and intellectual property rights of others and the college. For guidance, visit the college's library for copyright information.
9. **If in doubt, don't post!**

In response to individuals' concerns, complaints, or information, the Austin Peay State University School of Nursing faculty may look up social networking profiles and use the information in formal proceedings. If SON faculty or Director interprets the information to

violate this policy, it may lead to probation, suspension, or dismissal from the Graduate Nursing program.

Netiquette Guidelines

Email Netiquette

- Be polite: Don't make demands, don't accuse.
- Do not use your email to argue, and never send an email when angry. You want to be sure that you maintain a professional demeanor.
- Always include a subject line.
- Include the course number and section in every email. The faculty may teach multiple courses and have many students, so the more specific a student is, the more apparent it is for the faculty.
- Remember, without facial expressions; some comments may be taken the wrong way. Be careful in wording emails.
- Include your name at the bottom of email messages.
- Never assume that email messages are private. Never think your email messages are private nor that only yourself or the recipient can read them. Never send something that you would mind seeing on the evening news. Be professional and careful what you say about others. Email is easily forwarded.

Other Netiquette Tips

- Don't say anything you wouldn't say to a person's face or that you wouldn't mind having anyone read.
- Remember that you are talking to a person, not a computer. Be precise with your words. It's easy for someone to misinterpret your meaning, and they can't see your expressions or hear the tone of your voice.
- Be courteous in your expectations. Don't expect instant responses. You should allow at least 24 hours for email responses from peers or faculty during the business week.
- Capitalize words only to highlight important points or distinguish them as a title or heading. Capitalizing words that are not titles is generally termed as SHOUTING!
- Never give your username or password to another person.

SCHOOL OF NURSING INVOLVEMENT OPPORTUNITIES

Governance Structure of the School of Nursing
The governance structure is guided by the School of Nursing by-laws adopted by the faculty.

Student Governance in the Graduate Nursing Program and School of Nursing
Graduate students are needed on the School of Nursing Graduate Nursing committees to represent graduate student concerns. Any student interested in participating should contact the Graduate Program Coordinator. Students are invited in the Transition (NURS 5100) course to represent their cohort and peers on the Graduate Nursing Faculty Organization (Graduate Nursing -NFO) and School of Nursing Graduate Nursing committees. Faculty value student input and hope that students take appropriate advantage of the opportunities to participate.

Graduate Nursing student representatives serve on the following School of Nursing committees:

- Graduate Faculty Organization (GFO)
- Graduate Nursing Academic Program Evaluation and Academic Policy (PEAP) Committee
- Graduate Nursing Curriculum, Admission, and Retention (CAR) Committee
- Graduate Nursing Faculty Development and Resources (FDR) Committee

STUDENT & ALUMNI ORGANIZATIONS

Students in the School of Nursing are eligible to participate in all School of Nursing and university campus activities. They are encouraged to participate in the School of Nursing and campus life actively.

APSU School of Nursing Organization for Graduate Nursing Students

- ***Sigma Theta Tau International Honor Society of Nursing (Nu Phi Chapter)***
  Membership in the Nu Phi Chapter of Sigma Theta Tau International (STTI) is by invitation only and is an honor. Graduate nursing students who demonstrate excellence in scholarship and meet the STT eligibility criteria are invited and inducted each fall semester.

  Graduate students are encouraged to attend events sponsored by Sigma Theta Tau, Nu Phi Chapter, and regional, national and international Research Symposia of STTI.

APSU Student Organizations for Graduate Students

Graduate students are eligible to participate in many APSU student organizations. For more information on opportunities for involvement, please visit the APSU Student Handbook/Calendar.

- ***APSU Student Government Association***
  The Student Government Association (SGA) serves as APSU's student body's voice. There are two graduate senate seats that a Graduate Nursing student may seek. Students can also seek membership on university standing committees. Students can fill out an application or get more information on the SGA website.

- ***Phi Kappa Phi***
  Phi Kappa Phi is an all-discipline honor society with a chapter at APSU. Membership is by invitation only. Benefits of membership include networking and scholarship opportunities. To learn more about this organization, visit their website.

APSU Alumni Organization

All graduates of the APSU School of Nursing are members of the APSU Alumni Association. Alumni meet periodically to plan events for students and alumni.

Graduate Nursing Student Academy (GNSA)

Austin Peay State University is an affiliate of the GNSA. This affiliation provides free webinars, resources, networking, and services to nursing students in master's and doctoral programs. Austin Peay State University Graduate Nursing Students may register online at https://www.aacnnursing.org/GNSA/Events-and-

GRADUATE NURSING PROGRAM FEES

Course Fees
Graduate Nursing students have course fees for the use of special equipment, resources, online programs/access, materials, preceptor compensation, or other necessary class, lab, or clinical resources. Fees are assessed by the credit hour, and the fees are added to the student's billing statement each semester.

Other Course Fees
Graduate Nursing students obtain all required textbooks, online resources, and supplies. Each course syllabus will include a list of required textbooks, online resources/access, and course resources/supplies. A list of any necessary equipment that the student must bring to each OCI is listed in the associated course. Memberships in professional organizations may be required as a way to access online materials used in courses.

Criminal Background Check & Drug Testing
All students entering clinical courses must complete an initial criminal background check at the student's expense. Additionally, any student who is not enrolled for a semester once they begin clinical will have to repeat the background check before they re-enroll in clinical. Criminal background checks may also need to be repeated based on a specific clinical site's timing requirements after the initial check. Students must obtain and pay for required drug testing if required by the clinical site. Please see the *Graduate Nursing Clinical Practicum Manual* (by concentration) for detailed instructions related to Background Checks and Drug Testing.

Malpractice Insurance
All students are required to have malpractice insurance in effect. Because the School of Nursing can obtain malpractice insurance using group rates at a less expensive price, all Graduate Nursing Students will get insurance through the group plan. Instructions for access to Malpractice Insurance are provided before the first clinical course.

Medatrax
All students are required to purchase Medatrax for health and data management in the Nursing 5007 course. Once initiated, students must maintain continuous access throughout the remainder of the program.

Third-Party Vendors
The graduate nursing program contracts with third-party vendors to provide additional learning experiences and expertise in content and clinical areas. These fees may be paid to the university or directly to the vendor. Instructions are provided in relevant courses.

Testing Fees
Students enrolled in Graduate Nursing courses that use a standardized achievement test may be assessed a fee for the test's cost or subsequent repeat tests. Testing fees may be paid directly to the university or the testing company. Instructions and specific

costs are provided in each course where a fee-based exam is given. Any costs associated with retaking a comprehensive exam are the student's responsibility.

APSU STUDENT SUPPORT SERVICES

Career Services
The Office of Career Services is a centralized unit providing career development, job search tools, and opportunities to help support student success.

Counseling Services
Confidential psychological and personal counseling is available to all registered students in the Ard Building at the corner of University and College Streets. Students can contact the Counseling Center at 931-221-6162. Students needing support after hours may use the following three contact numbers:

- National Suicide Prevention Lifeline: 1-800-273-8255
- Tennessee Crisis Text Line: Text “TN” to 741741
- APSU emergency contact: (931) 221-7786

Distance Education
The APSU Office of Distance Education supports online learning. Distance Education offers various services, including closed captioning services, distance education support, multimedia resources, student assistance, online proctoring services, and technology integration into courses. The Office of Distance Education is located in the McReynolds building, available by telephone at 931-221-6625 and via email at online@apsu.edu

Financial Aid
If a student is receiving financial aid, it is essential to contact a Financial Aid Counselor. Please contact sfao@apsu.edu or 931-221-7907 to get in touch with a representative from the APSU Financial Aid Office.

GOVSTECH Help Desk
The Help Desk is available to students to answer questions regarding the university’s computer hardware, software, and students' more common applications. The Help Desk is the best resource for D2L, AP Email, OneStop, and Outlook Exchange (APSU email). The Help Desk can be reached by telephone at 931-221-HELP (4357) and email at helpdesk@apsu.edu. The Help Desk is located in the Morgan University Center lobby and is open for walk-in questions and phone calls Monday to Friday from 8 a.m. to 4:30 p.m. Phone hours are extended to parallel the library hours.

Health Services
Boyd Health Services, located at the corner of College and University, is available to all university students. The primary emphasis is on diagnosing and treating short-term acute, episodic medical illnesses outpatient.

Library
The APSU Library fully utilizes online and information technologies to provide information resources and services that support the University’s curricular and research activities. The online catalog includes e-books, journals, government publications, audio-visual and multimedia materials, World Wide Web sites, and other library

resources. Students can contact Ross Bowron, Liaison Librarian for Nursing, at 931-221-7381 or bowronc@apsu.edu. Students can also call the general library line at 931-221-7346.

Office of Disability Services
APSU provides support services and reasonable accommodations when requested by students who qualify for them. Students seeking accommodations for a physical, learning, or psychological disability can contact the Office of Disability Services at 931-221-6230 or Disabilityservices@apsu.edu

Research Support
Research conducted by graduate students is encouraged and supported at APSU. Resources to support graduate research is available to students through nursing faculty, library support, and the APSU Office of Research and Innovation. The APSU Office of Research and Innovation is open to connect APSU graduate students with opportunities to conduct research and participate in creative research activities. The Office of Research and Innovation supports a Graduate Student Research Support Grants (GSRSG) competition to create scholarly and creative works in all graduate disciplines. Additional information about student research opportunities can be located on their website.

Veteran's Affairs
The APSU Veterans Affairs Office supports transitioning from military to civilian life. The Veterans Affairs Office is committed to providing veterans, active-duty, National Guard, reservists, and qualified dependents with the services necessary to pursue their academic and personal interests, integrate into the campus community, and ensure a successful experience. Students can contact the Veteran's Affairs Office at 931-221-7760 or their website.

Writing Center
The APSU Writing Center can assist with citation requirements and proofreading papers. Details on its resources are covered in the Transition (NURS 5100) course.

Other APSU Student Support Services
Other student support services on campus include various offices and centers.

Office	Services Provided
Student Support Services	Numerous resources are provided to all students
Office of Student Affairs	Assists in the creation of a positive campus environment for students. Offers extracurricular experiences to enhance and support learning
Adult, Non-Traditional, & Transfer Student Center	Provides a computer lab, printer, lounge area, study area, workshops & outreach, and programs for adult, non-traditional, and transfer students & families.
Wilbur N. Daniel African American Cultural Center	Provides calculators, laptops, netbooks, over 1600 library resources, Rosetta Stone language software, computers, and Respondus program, smart boards, special programs.
Student Health Services	Serves to ensure the delivery of high-quality holistic health care that is accessible, affordable, and that emphasizes and promotes healthy

Office	Services Provided
	lifestyles and behaviors that lead to lifelong wellness for the APSU community.
University Recreation (APSU Foy Center)	Provides recreation for all students ($11 million state-of-the-art 78,000 square feet recreation center)
Little Govs Child Learning Center	Provides childcare for the children of APSU community members (students, faculty, alumni, and staff). Ages served are children 2 - 4 years.
APSU Office of Career Services	Each semester the APSU nursing department and career services collaborate to provide a Career Fair Day for nursing students for employment opportunities
Community Engagement & Sustainability	Supports and encourages the collaboration between APSU and the community's needs through curricular and co-curricular programming. Connects students to global environmental problems & promoting resource conservation Provide opportunities to support their peers facing hunger and homelessness insecurity.
APSU Counseling Center	Provides personal counseling
APSU Office of Disability Services (ODS)	Provides academic accommodations, assistive technology, peer support, disability awareness programs, supportive services, resources, & referrals.
Latino Community Resource Center	Provides a support network for the Latino community to succeed at APSU.
Office of Study Abroad and International Exchange	Encourages domestic and study abroad opportunities for APSU students. The SON offers a bi-yearly study abroad experience in London. Graduate students have the opportunity to enroll in the experience/course as an elective.
Resources for Software	Software downloads and instructions for software
Learning Resource Center	Provides academic support resources to help students achieve their academic goals.