### 2016-2017

**FACULTY/GTA OFFICE PHONE LIST**

<table>
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<th>Email Address</th>
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<tbody>
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<table>
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<tr>
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<tr>
<td>Amy McClintock, Administrative Specialist</td>
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<td>(316) 978-5704</td>
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THE SCHOOL OF NURSING
GRADUATE NURSING PROGRAMS
Vision, Mission, Core Values, and Philosophy

Vision
INSPIRE  INNOVATE  EXCEL

Mission
To improve the health of the community by inspiring change in health care through innovation and excellence in nursing education, scholarship, practice, and service.

Philosophy
The Graduate Program prepares students for advanced practice roles in nursing and to be accountable for clinical and organizational decision making based on scholarly evidence, principles of ethics, relevant theories and health care policy, and interdisciplinary and interprofessional practice. Upon completion of the Graduate Program, the advanced practice nurse is prepared to provide leadership in the analysis of factors influencing health and the subsequent implementation and evaluation of strategies for improving health in a multidisciplinary, globally aware, culturally sensitive manner.

Notice of Nondiscrimination
Wichita State University does not discriminate in its employment practices, educational programs or activities on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran. Retaliation against an individual filing or cooperating in a complaint process is also prohibited. Sexual misconduct, relationship violence and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Act of 1972. Complaints or concerns related to alleged discrimination may be directed to the Director of Equal Opportunity or the Title IX Coordinator, Wichita State University, 1845 Fairmount, Wichita KS 67260-0138; telephone (316) 978-3187. Offers of employment are contingent upon completion of a satisfactory criminal background check as required by Board of Regents policy. (July 2016)
MSN DEGREE PROGRAM

Nursing Leadership & Administration Concentration

The program is individualized to meet the needs and professional goals of each student. The curriculum has been developed to accommodate part-time study (8 or fewer credit hours), as well as full-time study (9–12 credit hours). The purpose of the graduate program is to prepare nurses for advanced roles in indirect and direct care, e.g. administrators and educators.

Admission Requirements
In addition to the general university requirements for admission to graduate studies (see the Admission to Graduate Study section for full details), the School of Nursing requires:
1. A bachelor’s degree with a major in nursing from a nationally accredited (NLN or CCNE) school. RN applicants with a degree in another discipline will be considered and counseled on an individual basis;
2. Admission to the Graduate School at Wichita State University;
3. A cumulative grade point average of 3.000 or higher in the following area: the last 60 hours of undergraduate coursework;
4. School of Nursing approval;
5. Evidence of Registered Nurse licensure, in the United States or its Territories
6. Coverage by professional liability insurance in the minimum amount of $1/3 million individual/aggregate, to be renewed annually;
7. One year of nursing practice following professional licensure is highly recommended but not required;
8. Computer literacy including word processing, e-mail and Internet searches.
9. A clinical learning background check is required. The School of Nursing can provide details for obtaining the background check; and
10. Evidence of meeting the technical standards as identified by the School of Nursing graduate program.

Students may be admitted conditionally until all requirements for admission are completed.

Comprehensive Examination
A comprehensive written examination, thesis or research project is required of all graduate nursing students. The exam is completed within the student’s last two semesters.

Degree Requirements
All students must identify their concentration through the School of Nursing admission process and take all required courses with a minimum total of 36 hours.

Common Core Course

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<th>Credit</th>
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<tr>
<td>NURS 703</td>
<td>Theoretical foundations of Advanced Nursing Practice</td>
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<td>NURS 801</td>
<td>Health Care Systems: Policy and Politics</td>
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<tr>
<td>NURS 806</td>
<td>Evidence-Based Nursing Practice &amp; Outcomes of Care</td>
<td>3</td>
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<td>NURS 826</td>
<td>Evidence-Based Nursing Project I</td>
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<td>PHS 804</td>
<td>Graduate Statistics (or other approved grad stats course)</td>
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Leadership & Administration Core Course

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<td>NURS 871</td>
<td>Leadership &amp; Emerging Issues in Nursing</td>
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<td>HMCD 642</td>
<td>Financing Health Care Services</td>
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<td>_______ Elective: __________________________________</td>
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<td>_______ Select 2 of the following 3 courses for a total of 6 cr/hrs:</td>
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Approved by SON Graduate Nursing Council, 5/4/2012; Approved by KBOR, 6/20/2012
Master of Science in Nursing
Nursing Education

The program is individualized to meet the needs and professional goals of each student. The curriculum has been developed to accommodate part-time study (8 or fewer credit hours), as well as full-time study (9–12 credit hours). The purpose of the graduate program is to prepare nurses for advanced roles in indirect and direct care, e.g. administrators and educators.

Admission Requirements
In addition to the general university requirements for admission to graduate studies (see the Admission to Graduate Study section for full details), the School of Nursing requires:

1. A bachelor’s degree with a major in nursing from a nationally accredited (NLN or CCNE) school. RN applicants with a degree in another discipline will be considered and counseled on an individual basis;
2. Admission to the Graduate School at Wichita State University;
3. A cumulative grade point average of 3.000 or higher in the following area: the last 60 hours of undergraduate coursework;
4. School of Nursing approval;
5. Evidence of Registered Nurse licensure, in the United States or its Territories
6. Coverage by professional liability insurance in the minimum amount of $1/3 million individual/aggregate, to be renewed annually;
7. One year of nursing practice following professional licensure is highly recommended but not required;
8. Computer literacy including word processing, e-mail and Internet searches.
9. A clinical learning background check is required. The School of Nursing can provide details for obtaining the background check; and
10. Evidence of meeting the technical standards as identified by the School of Nursing graduate program.

Students may be admitted conditionally until all requirements for admission are completed.

Comprehensive Examination
A comprehensive written examination, thesis or research project is required of all graduate nursing students. The exam is completed within the student’s last two semesters.

Degree Requirements
All students must identify their concentration through the School of Nursing admission process and take all required courses with a minimum total of 37 hours.

<table>
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<tr>
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<tr>
<td>NURS 703    Theoretical Foundations of Advanced Nursing Practice</td>
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<tr>
<td>NURS 801    Health Care Systems: Policy and Politics</td>
<td>3</td>
</tr>
<tr>
<td>NURS 806    Evidence-Based Nursing Practice &amp; Outcomes of Care</td>
<td>3</td>
</tr>
<tr>
<td>NURS 826    Evidence-Based Nursing Project 1</td>
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<tr>
<td>PHS 804     Graduate Statistics (or other approved grad stats course)</td>
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<td>NURS 793    Advanced Pathophysiology I</td>
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<tr>
<td>NURS 795A   Applied Drug Therapy I</td>
<td>3</td>
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<tr>
<td>NURS 701    Advanced Health Assessment</td>
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<td>NURS 702    Advanced Health Assessment Lab</td>
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<tr>
<td>NURS 871    Leadership &amp; Emerging Issues in Nursing</td>
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<tr>
<td>NURS 723    Foundations of Nursing Education</td>
<td>3</td>
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<td>NURS 757    Teaching Strategies for Nursing Education</td>
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<tr>
<td>NURS 872    Clinical Focus Practicum</td>
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<tr>
<td>NURS 724    Nursing Education Practicum</td>
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Approved by SON Graduate Nursing Council, 5/4/2012
Approved by KBOR, 6/20/2012
DUAL/ACCELERATED BACHELOR’S TO MASTER’S DEGREE PROGRAM*
(RN TO MSN PROGRAM)

Requirements for Admission to and Progression of the RN to MSN Program:
The RN-BSN to MSN Dual/Accelerated Program offers the opportunity for outstanding Registered Nurse (RN) undergraduate students who are admitted to and enrolled in the BSN program at Wichita State University to advance their careers in a significant way by pursuing the BSN and MSN degrees in a coordinated program that provides the student with a high level of academic advising necessary for program success. (see details below) A cumulative grade point average (GPA) of 3.25 or higher is required at the time of admission to the BSN program and must be maintained throughout the BSN and MSN programs. Interested students will submit a portfolio documenting successful recent nursing practice to the Director of the Undergraduate Nursing Program at the completion of at least 6 hours and no more than 20 hours of the RN to BSN undergraduate nursing coursework. The portfolio includes the student’s resume and three references (contact the School of Nursing for further information about the portfolio). The cost for portfolio review is currently $40.00 (subject to change). The portfolio is submitted along with a check for $40.00 made payable to Wichita State University. Following successful admission into the dual/accelerated program, faculty advisers for the undergraduate and graduate nursing programs will meet with the student at that time and at least annually. A tentative outline for degree completion will be developed with the student and a copy placed in the student’s file. Students approved to the dual/accelerated program must meet the admission criteria of the Graduate School and graduate nursing program. In the semesters that students take both undergraduate and graduate course work, a dual enrollment form must be completed which indicates the courses taken for graduate credit. After full admission to the graduate nursing program, students are required to apply for a population focus. To complete the dual/accelerated program, a minimum of 124 undergraduate and 36 graduate is required. Students must apply to receive both the BSN degree at least two semesters before the MSN is awarded (after successful completion of all BSN and replacement MSN courses) and the MSN degree (after successful completion of all MSN courses).

Highlights of the program
1. The candidate must be an RN who is admitted to and enrolled in the BSN program at WSU.
2. A cumulative grade point average (GPA) of 3.25 or above is required when the student is ready to begin the MSN coursework and must be maintained in all undergraduate/graduate work throughout the RN to MSN program.
3. At the time a student makes the commitment to progress through the RN to MSN program, if circumstances do not allow for completion of MSN requirements, a BSN degree could be awarded based on completion of all BSN course requirements. Courses taken at the graduate level will be posted as undergraduate credit if the RN to MSN is not completed.
4. RN to MSN advisers from the undergraduate and graduate programs will provide the student with information regarding requirements and will assist in completing a plan of study.
5. For Direct Care MSN concentrations: Ten hours of baccalaureate course work will be replaced by graduate courses.
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<th>Undergraduate course</th>
<th>Replacement graduate course**</th>
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<tr>
<td>NURS 345 Health Assessment (4 hours)</td>
<td>(3 hours) NURS 701/702 Advanced Health Assessment/Lab</td>
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<td>Career enhancement elective (3 hours)</td>
<td>(3 hours) N703: Theoretical Found. of Adv. Nursing Practice</td>
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<tr>
<td>Upper division elective (3 hours)</td>
<td>(3 hours) N801: Health Care Systems: Policy &amp; Politics</td>
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**Note:** If no previous pathophysiology course work was taken, you are required to successfully complete HS400, Introduction to Pathophysiology (or equivalent course approved by the School of Nursing), as the remaining required hours of career enhancement elective.

6. For In-Direct Care MSN concentrations: Six hours of baccalaureate course work will be replaced by graduate courses.
<table>
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<td>Career enhancement elective (3 hours)</td>
<td>(3 hours) N703: Theoretical Found. of Adv. Nursing Practice</td>
</tr>
<tr>
<td>Upper division elective (3 hours)</td>
<td>(3 hours) N801: Health Care Systems: Policy &amp; Politics</td>
</tr>
</tbody>
</table>

7. A portfolio documenting successful recent nursing practice must be submitted to the Director of the Undergraduate Program after completion of at least 6 hours and not more than 20 hours of RN to BSN nursing coursework. The portfolio includes your resume and three references from supervisors (two references may be from academic nursing faculty members in lieu of supervisors) verifying professional nursing expertise.

References should also include verification of health assessment skills and pathophysiology knowledge. Portfolios are reviewed by a committee of undergraduate and graduate faculty members. The cost for portfolio review is currently $40.00 (subject to change). Please submit a check for $40.00 made payable to Wichita State University along with the portfolio.
8. During the last semester of undergraduate nursing course work, associate degree students will be asked to complete a form requesting posting of 25 hours of retroactive credit. An administrative fee will be charged for posting these credits on the WSU transcript (currently $50.00). Diploma RNs will follow the procedure for earning credit by exam (CrE). Must meet the WSU undergraduate requirements including 60 hours of study from a 4-year college, 45 hours of study at the upper division level (300+ or above course numbers), and 30 hours of course work from WSU.

**Transition from the Undergraduate to the Graduate Portion of the Program:**

9. Students approved for the RN to MSN program are eligible to apply to the Graduate School upon approval of the portfolio. Students must meet the admission criteria of the WSU Graduate Nursing Program at the top of the Graduate School application form indicate in writing RN to MSN Degree. Proof of Kansas Registered Nurse license and coverage by professional liability insurance are required. Submit evidence of these items to the Graduate Nursing Program.

10. Upon admission to Graduate School, a graduate faculty adviser will be assigned. Students are required to see their adviser during their first graduate semester (or before) to develop an academic plan.

11. There is a six year time limit for completing a graduate degree (the MSN portion). Any exceptions must be approved by the Graduate School.

**Applications for BSN & MSN degrees:**

12. All students must apply to receive a degree. Apply for both BSN and MSN degrees as follows:

BSN- Apply for BSN degree upon successful completion of all BSN and replacement MSN courses. Submit degree card to College of Health Professions, Dean's Office, 402 Ahlberg Hall.

MSN- Apply no later than the 20th day of the final master's semester. Submit degree card to Graduate School, Jardine Hall. MSN- For summer graduation, apply no later than the 10th day of the summer session, but preferably follow the previous spring semester’s deadline in order to participate in the spring ceremonies.

*See Wichita State University Graduate School “Dual/Accelerated Bachelor’s to Master’s Degree Program Guidelines.”

*Approved by the Graduate School and Academic Affairs 11/02/2012
Approved Revisions by the School of Nursing, 2/6/09; 5/4/2012
Approved School of Nursing 5/16/08*
Doctor of Nursing Practice (DNP) Degree

The DNP program prepares nurses at the highest level of nursing practice. The DNP graduates will provide leadership in their application, translation, and dissemination of evidence based practice to improve health care. Students will learn health care systems, advanced practice in a population focus, population/social determinants of health, and organizational/systems leadership. Students will participate in intensive advanced level clinical practice courses and complete a practice application-oriented final DNP project with expert faculty members.

Program Objectives
The DNP graduate will be able to:

1. Synthesize nursing science with knowledge from ethics, law, the biophysical, psychosocial/cultural, analytical, and organizational sciences to support advanced nursing practice.

2. Use organizational and systems leadership principles to contribute to excellence in health care.

3. Demonstrate advanced practice competencies in a selected field of nursing.

4. Demonstrate critical inquiry, decision making skills, and communication skills as an advanced practice nurse.

5. Implement strategies for health promotion, risk reduction, and population health.

6. Contribute to health care policy through advocacy.

7. Develop partnerships to improve individual and population health outcomes.

8. Evaluate evidence to determine and implement best nursing practice.

9. Contribute to the development of nursing as a scientific discipline through scholarly endeavors.

There are two entry points for the Doctor of Nursing Practice: Post-baccalaureate and Post-masters. The DNP program is aimed at highly motivated, intelligent registered nurses who want advanced practice and leadership skills for the rapidly changing health care system. The Post-baccalaureate program requires 74 credit hours and the Post-master’s program requires 29 credit hours.

The Individual/Family Population focus in: Adult/Gero Adult Clinical Nurse Specialist, Adult Gero/Acute Care Nurse Practitioner, Family Nurse Practitioner, or Psychiatric-Mental Health Nurse Practitioner.

Post-baccalaureate DNP graduates who have completed the Individual/Family focus will be eligible for state APRN license and national certification examination in their population focus.

To learn more about the national status of the DNP degree go to American Association of Colleges of Nursing’s websites http://www.aacn.nche.edu/Media/FactSheets/dnp.htm and http://www.aacn.nche.edu/DNP/index.htm for frequently asked questions and replies.
Doctor of Nursing Practice (DNP) Degree - Post-baccalaureate

Admission Requirements

1. An approved Graduate statistics course within in the last six years. This may be completed after admission within the first two semesters of graduate study.

2. A Bachelor of Science in Nursing from a nationally accredited school (NLN or CCNE).

3. A grade point average (GPA) of 3.00 or above in these areas:
   a. The last 60 hours of undergraduate college work (or nearest semester or term break to this).
   b. Undergraduate nursing courses.
   c. Any graduate level courses taken, and in required MSN courses (if any).
   d. The following science courses: Anatomy & Physiology, Microbiology, Pathophysiology, and Pharmacology (all 4 of these courses must have been taken with an overall GPA of at least 3.00 and NO grades lower than a 2.00 in any one course). If an applicant has a GPA lower than the required 3.00 GPA in any of these areas they may be denied or considered on an individual basis for probationary or non-degree status to the MSN.

4. There are two applications in the process, the Graduate School application and the School of Nursing. BOTH MUST BE COMPLETED TO BE CONSIDERED.

5. All students will request entrance to a specific population focus upon application (i.e. Adult/Gero ACNP, FNP, and PMHNP).

6. Verification of license as Registered Nurse (RN) in KANSAS. A current RN license is required to be maintained through the program. The Graduate Nursing program must be notified immediately of any changes in RN or APRN license. Failure to inform the program of a change in licensure may result in dismissal from the program.

7. Coverage by professional liability insurance. NP students MUST have NP student coverage PRIOR to enrollment in practicum coursework. Minimum coverage required: $1,000,000 single incident/$3,000,000 aggregate.

8. Computer literacy is an expectation of the Graduate Nursing Program. Skills should include: word processing, email, file attachments, and internet searches. If courses require Blackboard, students are highly encouraged to complete the Blackboard orientation. Students may elect to take Computer Science 105, or another basic computer skills course, to fulfill the computer literacy expectation.

9. Technical standards as described in this MSN/DNP Student Handbook.
ALL DOCTOR OF NURSING PRACTICE-POST-BACCALEAUREATE STUDENTS WILL COMPLETE THE FOLLOWING

**CORE AND POPULATION FOCUS PREPARATORY COURSES:**

- N 701 Advanced Health Assessment: 2
- N 702 Advanced Health Assessment Lab: 1
- N 703 Theoretical Foundations of Advanced Nursing Practice: 3
- N 715 Advanced Nursing Practice Roles: 1
- N 793 Advanced Pathophysiology I: 4
- *HS 710 Applied Clinical Pharmacology: 3
- *HS 711 Pharmacological Mgmt of Acute/Chronic Diseases: 3

**or**

- N 795A Applied Drug Therapy: 3
- N 795B Applied Drug Therapy: 3
- N 801 Health Care Systems: Policy & Politics: 3
- N 806 Evidence Based Nursing Practice/Outcomes of Care: 3
- N 824 Advanced Pathophysiology II: 2
- N 826 Evidence-Based Nursing Project I: 2
- N 828 Evidence-Based Nursing Project II: 2
- N 901 Organizational Systems & Leadership: 3
- N 902 Populations & Social Determinants of Health: 3

*Required for AGACNP students ONLY

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**NURSE PRACTITIONER (NP)**

**Adult-Gerontology Acute Care**

- N 728 Advanced Practice Technology and Skills: 3
- N 840 Pathophysiology & Management of Adult/Older Adult Acute Care Problems I: 3
- N 842 Transition to the ACNP Advanced Practice Role I: 1
- N 874 Adult/Older Adult ACNP Practicum I: 4
- N 909 Pathophysiology & Management of Adult/Older Adult Acute Care Problems II: 3
- N 910 Adult/Older Adult ACNP Practicum II: 4
- N 911 Transition to the ACNP Advanced Practice Role II: 1
- N 912 Management of Acute & Critical Problems of Adult/Older Adult Populations: 3
- N 952 Advanced Nursing Practice Preceptorship: 3
- Graduate Nursing Elective: 3

**CAPSTONE COURSES**

- N 956 Practice Management: 2
- N 959 Evidence-Based Nursing Project III: 3
- N 960 Residency (includes clinical residency): 6
Family NP
N 728 Advanced Practice Technology and Skills 3
N 803 FNP Primary Care I 3
N 804 FNP Primary Care Practicum I 4
N 830 FNP Management & Clinical Application I 1
N 838 Transition to FNP Advanced Practice Role I 1
N 903 FNP Primary Care II 3
N 904 FNP Primary Care Practicum II 4
N 905 FNP Management & Clinical Application II 2
N 906 Transition to FNP Advanced Practice Role II 1
N 952 Advanced Nursing Practice Preceptorship 3
Graduate Nursing Elective 3

CAPSTONE COURSES
N 956 Practice Management 2
N 959 Evidence-Based Nursing Project III 3
N 960 Residency (includes clinical residency) 6

Psychiatric Mental Health NP
N 728 Advanced Practice Technology and Skills 3
N 854 Diagnosis & Management of Mental Disorders 3
(N 854 must be taken prior to N819)
N 819 Foundations of Psychiatric Mental Health Nursing 3
N 822 Psychiatric Mental Health Nursing Practicum I 4
N 856 Transition to PMHNP Advanced Practice Role I 1
N 921 Complex Issues in Psychiatric Mental Health Nursing 3
N 922 Psychiatric Mental Health Nursing Practicum II 4
N 923 Transition to PMHNP Advanced Practice Role II 1
N 952 Advanced Nursing Practice Preceptorship 3
Graduate Nursing Elective 3

CAPSTONE COURSES
N 956 Practice Management 2
N 959 Evidence-Based Nursing Project III 3
N 960 Residency (includes clinical residency) 6
Doctor of Nursing Practice (DNP) Degree - Post-masters

Admission Requirements

1. An approved graduate-level statistics course complete within the last six years.

2. A nursing master’s degree from an accredited school with a GPA of 3.25 or higher in all masters’ work.

3. Individual/Family focus applicants will be required to:
   A. Present proof of current APRN licensure in Kansas and
   B. Present proof of or eligibility for national certification as a nurse practitioner or clinical nurse specialist.

4. Some latitude may be given in the following GPA requirements on an individual basis:
   (3.0 or higher in the following areas; all 4 of these courses must have been taken, with an overall GPA of at least 3.0 and no grades lower than a 3.0 in any one course)
   A. Last 60 hours of undergraduate course work
   B. All undergraduate nursing courses
   C. These four science courses: Anatomy/Physiology, Microbiology, Pathophysiology, and Pharmacology

5. There are two required applications: the Graduate School and the School of Nursing. Both must be completed to be considered.

6. Admissions for post-masters applicants will be to the practice population focus area in which their Nursing master’s degrees were completed.

7. Verification of license as Registered Nurse (RN) in KANSAS and APRN licensure. A current RN and APRN license is required to be maintained through the program. The Graduate Nursing program must be notified immediately of any changes in RN or APRN license. Failure to inform the program of a change in licensure may result in dismissal from the program.

Individual/Family

CORE AND POPULATION FOCUS PREPARATORY COURSES

N 899A Special Topics: Health Care Systems Policy & Politics Update 1
N 899B Special Topics: Evidence Based Nursing Practice Update 1
N 899C Special Topics: Management of Care Update 2
N 824 Advanced Pathophysiology II 2
N 924 Advanced Pharmacology for Advanced Practice Nursing 3
N 901 Organizational Systems & Leadership 3
N 902 Population & Social Determinants of Health 3
____ Graduate Nursing Elective 3

CAPSTONE COURSES

N 956 Practice Management 2
N 959 Evidence-Based Nursing Project III 3
N 960 Residency 6

Schedule oral defense of your project

Total Hours 29
OPTIONAL
For Doctor of Nursing Practice-Postmasters (DNP-PM)  
Who Want an Additional Focus  
Post-masters Certificate (Additional Focus)

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>N728</td>
<td>Advanced Practice Technology and Skills</td>
<td>3</td>
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<tr>
<td>N840</td>
<td>Pathophysiology &amp; Management of Adult/Older Adult Acute Care Problems I</td>
<td>3</td>
</tr>
<tr>
<td>N842</td>
<td>Transition to ACNP Advanced Practice Role I</td>
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<tr>
<td>N874</td>
<td>Adult/Older Adult Acute Care Nurse Practitioners Practicum I</td>
<td>4</td>
</tr>
<tr>
<td>N909</td>
<td>Pathophysiology &amp; Management of Adult/Older Adult Acute Care Problems II</td>
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<tr>
<td>N910</td>
<td>Adult/Older Adult Acute Care Nurse Practitioners Practicum II</td>
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<td>N911</td>
<td>Transition to the ACNP Advanced Practice Role II</td>
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<tr>
<td>N912</td>
<td>Management of the Acute &amp; Critical Problems of Adult/Older Adult Populations</td>
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<td>N952</td>
<td>Advanced Nursing Practice Preceptorship</td>
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**Total Required Credit Hours:** 25

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<td>N803</td>
<td>FNP Primary Care I</td>
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<td>N804</td>
<td>FNP Primary Care Practicum I</td>
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<td>N830</td>
<td>FNP Management &amp; Clinical Application I</td>
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<td>N838</td>
<td>Transition to FNP Advanced Practice Role I</td>
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<td>N903</td>
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<td>FNP Primary Care Practicum II</td>
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<td>N906</td>
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**Total Required Credit Hours:** 25

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<td>Advanced Practice Technology and Skills</td>
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<td>N819</td>
<td>Foundations of Psychiatric Mental Health Nursing</td>
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<td>N822</td>
<td>Psychiatric Mental Health Practicum</td>
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<td>N854</td>
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<td>N921</td>
<td>Complex Issues in Psychiatric Mental Health Nursing</td>
<td>3</td>
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<tr>
<td>N922</td>
<td>Psychiatric Mental Health Practicum</td>
<td>4</td>
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<td>N923</td>
<td>Transition to PMHNP Advanced Practice Role II</td>
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</tr>
<tr>
<td>N952</td>
<td>Advanced Nursing Practice Preceptorship</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Credit Hours:** 25

These 25 credit hours plus the 29 credit hours provides 54 total hours for the DNP-PM degree.
DNP Project (for all DNP students – post-baccalaureate and post-masters)
The student submits the electronic final paper of the DNP project to the Graduate Nursing Office, room AH 501. An electronic copy of the final project, abstract, and data file are submitted to the project faculty adviser (chairperson). The student will submit an electronic copy of the table of contents of the portfolio to the Graduate Nursing Programs Office.

Students complete an evidence-base project that stems from a series of courses (Evidence Based Nursing Practice and Outcomes of Care; Evidence-Based Practice Nursing Project I & II). The student works collaboratively with at least one graduate nursing faculty member who is chairperson of the committee and one other graduate faculty member to identify an evidence-based practice problem and plan the implementation to address the problem. Successful defense of the evidence-based project proposal is the expected outcome within the Evidence Based Project III course. After successful completion and defense of Evidence-Based Project III proposal, the Post-Master’s DNP candidate may enroll in residency hours. Postbaccalaureate students must complete 2 of the 6 hours in a clinical residency. The project is completed in the final 4 hours of residency. The residency allows the student to complete and disseminate results of the project, and submit a portfolio documenting practice scholarship. The residency hours may be taken in 2, 4, or 6 increments and may be repeated until requirements are met (Approved 04/01/16 Graduate Nursing Council). The candidate completes an oral defense of the project at the end of the residency.

DNP Project Defense
The DNP project defense is graded as pass/fail and taken at the time of completion of the project and on the date agreed by the student and project committee. If a DNP student fails his/her project defense, the student must successfully complete additional N960 DNP residency hours (2 to 6 hrs), as determined by the project committee, and repeat the project defense. No further attempt to defend the project defense is allowed beyond the second attempt unless the student’s request for exception is approved (see below).

Request for an exception beyond the second attempt for a project defense must be written by the student and received by the Graduate Nursing Program within one week from the date of the letter notifying the student of an unsuccessful second attempt. The request must specify why the exception is requested and include supporting documentation. The request will be reviewed by a nursing Graduate Faculty subcommittee and Program Director within one month after receipt of the request. Approval of the exception request will allow the student to complete any requirements determined by the subcommittee and to repeat the project defense one final time and shall occur no later than the following academic semester. Disapproval of the exception request will result in the student’s dismissal from degree standing (i.e. will not be allowed to earn the DNP). No exceptions will be approved beyond the third project defense attempt.

DNP Portfolio
A portfolio is a compilation of accomplishments during the DNP program and represents evidence of the student’s competence. Students document achievement of the AACN Essentials of Doctoral Education for Advanced Nursing Practice and WSU School of Nursing (SON) DNP program objectives through examples of papers or other course work. The portfolio should begin the first semester of course work and continue throughout the program. A log of 1000 practice hours is included. The written project approved by the DNP committee is included in the portfolio. Portfolios are maintained throughout the program and submitted periodically as requested by the DNP faculty. The final portfolio is submitted to the DNP project adviser during the completion of N960 Residency hours. The portfolio is evaluated and may be returned to the student or maintained in the SON.

DNP Project – Format and dissemination
If the student/alumni does not disseminate the completed project in a poster presentation, presentation, or publication within 6 months of graduation, the DNP project chairperson and member may do so without the student/alumnus’ consent. The alumnus will be notified as possible (Approved 04/01/16 Graduate Nursing Council).

DNP – National Certification for post-baccalaureate DNP alumni
National certification is required for post-baccalaureate DNP alumni within 6 months of graduation. Alumni are required to notify the Graduate Nursing Program of successful completion (Approved 04/01/16 Graduate Nursing Council).
POLICIES and PROCEDURES for MSN and DNP Students

ACADEMIC INTEGRITY

Students are responsible for knowing and following the Student Code of Conduct, [http://webs.wichita.edu/inaudit/ch8_05.htm](http://webs.wichita.edu/inaudit/ch8_05.htm) and the Student Academic Honest policy, [http://webs.wichita.edu/inaudit/ch2_17.htm](http://webs.wichita.edu/inaudit/ch2_17.htm).

Instances of academic dishonesty (e.g., plagiarism—borrowing or coping from another and presenting as one’s work, falsifying information, withholding information necessary for academic admission and progression decisions) will be dealt with in the strongest possible manner (see Graduate Catalog). Students who commit acts of academic dishonesty in any course or aspect of their program will automatically fail the assignment and/or fail the course, at the instructor’s or program director’s discretion. No exceptions will be made to this policy. It is up to the student to understand and follow standards of academic honesty, appropriate academic use and citation of materials created by others, and other standards for academic work. If you have questions about any of this, ask your instructor or program director. Claiming to not understand the standards of academic integrity will never be an acceptable excuse in any course or program. You are required to read the above website and sign a form certifying that you have read and will comply with the university student code of conduct and honest policy. Research and scholarly conduct – Students are required to perform research and other scholarly activities in a professional manner. Misconduct will result in course failure and possible dismissal from the program and university. Content about scholarship and research is presented in N806: Evidence-based Nursing Practice and Outcomes of Care (for MSN and DNP-PB students) or N959: Evidence-Based Nursing Project II (for DNP-PM students). Completion of CITI online modules for research conduct is required in these courses.

Training in Professional and Scholarly Integrity

Completion of a training program in professional and scholarly integrity is a new graduation requirement for all doctoral students admitted into their program in fall 2012 or later and for all masters students admitted into their program in fall 2013 or later. The training, at a minimum, must cover these four topical areas:
1. Research misconduct;
2. Publication practices and responsible authorship;
3. Conflict of interest and commitment; and
4. Ethical issues in data acquisition, management, sharing and ownership.

The Graduate Nursing program includes this training during its orientation session and in selected courses. The Graduate School expects that students will complete this training requirement by the end of their first year of graduate study at Wichita State (Graduate Catalog p. 24). A certificate of completion for the Professional and Scholarly Integrity will be forwarded to the Graduate School by the School of Nursing.

ACADEMIC PROGRESSION

In addition to the policies of the Graduate School, the School of Nursing includes the following requirements:

1. A cumulative grade point average of 3.00 must be maintained. If this is not maintained the student may be dismissed from degree standing and the university. A 3.25 GPA or above must be maintained for the Dual/Accelerated RN to MSN and the DNP-Postmasters program.

2. A maximum of 12 hours may be transferred from another University, 6 of which may be core courses. Approval by an adviser, the Director of the Graduate Program and the Dean of the Graduate School is required for transfer of all courses. See Graduate Catalog and “Transfer Courses” section in this handbook.

Clinical Practicum Courses - Any student whose clinical practice is not satisfactory will not receive a passing grade for a practicum—a passing grade is 3.0 or higher. Students who do not meet the clinical performance criteria in a clinical or practicum course will not be allowed to progress in the program regardless of other grades earned or the cumulative GPA. Any student who does not complete or fails a course within the specialization will be dismissed from the specialization. A student may repeat a clinical course only once. It is not possible for MSN-APRN students to repeat clinical courses as currently this is the last cohort of students. After two attempts in a single clinical course, the student will be dismissed from degree standing in the graduate nursing program. The student must reapply for consideration in the next class.
ACADEMIC STANDARDS
The Graduate Nursing Programs require consistent demonstration of scholarship. It is not a mere accumulation of courses but, rather, the systematic opportunity to grow as a practitioner, educator, administrator, and scholar.

All Post-Master’s DNP students are expected to maintain a 3.25 GPA average. All other graduate nursing students enrolled in the program are expected to maintain an overall 3.00 GPA average in all course work attempted. Grades, Probation and Dismissal are explained in the Graduate Catalog. MSN students participate in a comprehensive examination within the last two semesters of course work as listed on the student’s official plan of study. See "Examination, Comprehensive Examination" in this handbook for additional information. MSN students selecting the thesis option will have oral defense of the thesis in place of the comprehensive examination. The comprehensive examination will not be written if the thesis is completed. DNP students will have an oral defense of their DNP project.

ADVISING
Students are assigned to an academic faculty adviser at the time of admission to the program. Faculty are not typically available for advising during the summer. Students are expected to arrange an appointment with their adviser for academic counseling prior to registration each semester. Students are encouraged to enroll during early registration periods. Early registration for summer and fall are usually in April. Spring enrollment is usually in November. (Contact the Graduate Nursing Programs office for each semester regarding early registration and registration exact dates.)

Faculty Adviser Statements:
1. The Graduate Program will assign advisers.
2. During advising, the assigned faculty adviser will ascertain the clinical or administrative population foci interest of the advisee. If it is identified that another faculty member can best assist the student as an adviser and accepts the student, the adviser will be reassigned for subsequent visits.
3. An advisee may select any graduate faculty member to supervise an Independent Study or Directed Reading activity after consulting with his or her adviser. A faculty member has the option to accept or reject the request.
4. The adviser generally will serve as a member or chairperson for MSN Thesis.
5. The adviser may or may not be the DNP Project adviser depending on the student’s area of interest.
6. A faculty member or student may seek an adviser change. Please request changes through the graduate nursing office.
7. Students will be expected to arrange an appointment with their major adviser for academic advising as needed. The student, with consultation from his/her adviser, will determine the appropriate course(s) for registration each semester. Faculty are often not available during the summer months, unless teaching. You are expected to arrange advising at available times during the fall and spring semesters.

AMERICAN DISABILITIES ACT
If you have a physical, psychiatric-emotional, or learning disability that may impact your ability to carry out assigned course work, you are encouraged to contact the Office of Disability Services (DS). For up to date hours, services, and location of offices, see, http://www.wichita.edu/thisis/home/?u=disserv.

ATTENDANCE POLICY
1. Each instructor should inform the student of attendance requirements at the beginning of each course and the effect absences will have on grading.
2. Attendance is expected for all class periods. Class makeup is the responsibility of the student and is arranged in consultation with the faculty member. Students missing 15% or greater class periods in a non-clinical course may be administratively withdrawn from the course. Students in clinical courses must make up all clinical time missed.
3. Students arriving more than 15 minutes late to class may be considered absent, at the discretion of the instructor.
4. Students will not bring visitors to class without the prior permission of the faculty.
BACKGROUND CHECK
Due to requirements in many agencies, all Nursing students at Wichita State University are required to have a criminal background check, PRIOR to the start of specialization. A signed form authorizing WSU to receive the background check is required. Each student must request and pay for his or her own background check. Results will be reported automatically to the WSU School of Nursing. No clinical rotation or placement will be permitted until a successful background check has been completed and reported to the School of Nursing. Background checks are performed by Validity Screening Solution for a current charge of $49.00, plus a $2.00 surcharge (subject to change). The secure website to request the check is https://www.validityacademics.com. You will need a username and password to access the website. The graduate nursing office or your adviser will provide this for you.

BREASTFEEDING MOTHERS
The College of Health Professions/School of Nursing joins numerous other health associations in supporting optimal breastfeeding as a significant primary prevention strategy for mothers and infants in the United States. Exclusive breastfeeding (breast milk only, along with vitamin D supplements) is recommended for about 6 months after delivery. Around 6 months it is important to start introducing “weaning foods” (mashed or pureed foods) in addition to continuing breastfeeding for one to two years or longer. We encourage our students to continue breastfeeding while enrolled at WSU and we have some private areas in the building that are available for breastfeeding, pumping or hand expressing breast milk. One designated place is room 202 Ahlberg Hall – a lounge-type room where our classified staff has their meetings, breaks, lunch, etc. The room is kept locked. It is suggested that students talk to the Dean’s office about this BEFORE they start their classes in order to arrange for a key. The main School of Nursing Office (room 500 AH), as does the Dean’s Office (room 401 AH). Breastfeeding mothers should feel free to speak to their instructors if some flexibility is required in order to pump or feed as needed. We also ask that non-lactating students (male and female) support their fellow students by showing appreciation and support for these busy women who are practicing a healthy behavior. Even though breastfeeding is “natural,” it is not always easy, especially for first-time mothers. Breastfeeding help is usually available through the Lactation Department or Postpartum Unit of the hospital where you delivered your baby: Via Christi Breastfeeding Clinic 316-689-5426 or Wesley Medical Center Lactation Services 316-962-8597. Mother-to-mother help is the specialty of La Leche League: Kansas groups can be found at www.kansaslll.org. If these resources are not helpful, you may contact Dr. Barbara Morrison at (316) 978-5753 or Jolynn Dowling at 9316) 978-5717. (updated 04-25-09)

BULLETIN BOARDS
There are several bulletin boards in Ahlberg Hall containing information of interest to graduate students. Messages and information pertaining to graduate students in nursing are posted on the bulletin board on the 5th floor, west hallway. There is also a bulletin board for nurse practitioner information across from room 503, and a bulletin board with information about scholarships available for graduate and undergraduate student near room 501 in Ahlberg Hall. Please check these boards periodically for new information.

CELL PHONES AND PAGERS
Student cell phones and pagers must be turned off during class times. Faculty may approve an exception for special circumstances. WSU Policy, http://webs.wichita.edu/inaudit/ch2_14.htm.

CERTIFICATION and LICENSING
STATE OF KANSAS
Those who graduate with an MSN or DNP post-baccalaureate degree having a clinical specialty are eligible to apply for a state APRN license. Nursing Education and Nursing Leadership/Administration graduates are not eligible for APRN certification. There is no examination required. The application is available on the web at http://www.ksbn.org. Phone (785) 296-2967.

NATIONAL
There are several national certifying bodies. Please ask your adviser which organizations will certify graduates in your population focus. An examination will be required prior to certification.

COMMITTEES
School of Nursing, College of Health Professions, and University
Students are encouraged to serve on School of Nursing, college and university committees. Appointments are made yearly for placement on the School of Nursing Graduate Council and as a student representative to the Graduate School. A copy of the Graduate Council’s bylaws can be obtained from the Nursing Office (Room 500). Information about positions on University and College committees are posted as openings are available.

COMPREHENSIVE EXAMINATION
The comprehensive examination is an opportunity for graduate students to demonstrate analysis and synthesis of content and learning experiences relevant to the MSN degree. Satisfactory performance on a comprehensive examination is required of all candidates for the MSN degree unless a thesis is completed. Satisfactory completion of course work does not guarantee success in the comprehensive examination. Students who complete a thesis do not write the comprehensive examination. The following policy regarding comprehensive exams was approved by the Graduate faculty:

- It is NOT necessary to be enrolled during the semester in which a student takes comprehensive examination. However, enrollment is necessary during the semester in which a student graduates.
- Comprehensive examinations include critical content areas: e.g. advanced nurse practice, evidence-based interventions, application of theories, and scholarly inquiry.
- Comprehensive examinations will be written and offered at least one time during the year.
- A committee of at least three graduate faculty will be selected by the Graduate Council. Each comprehensive examination is read by three graduate faculty members.
- Students may take the comprehensive examination within one of the last two semesters (excluding summer) as listed on the student’s approved official plan of study. Although the exam may be given during the summer semester, the summer semester will not be counted when figuring the “last two semesters.” The official plan of study must be filed in order to take the exam.
  - Spring graduates may take the exam in their last summer, fall or spring semester (when offered).
  - Summer graduates may take the exam in their last spring or summer semester (when offered).
  - Fall graduates may take the exam in their last spring, summer or fall semester (when offered).
- Students planning to take the comprehensive exam need to notify the nursing graduate office of their intent. There is currently no fee for the exam.
- Students not passing any portion of the examination will need to repeat the entire exam. The examination may be taken a maximum of 3 times. Students who fail the exam the 3rd time will be required to audit the course(s) in the area(s) failed. The student will then be allowed one more attempt at the exam. If the student fails the exam on the 4th attempt, he or she will be dismissed from degree standing (will not be allowed to earn the MSN).
- Students taking the comprehensive examination during the semester (including summer) that they are not enrolled in a course at WSU can have access to the WSU Library off-campus system. Access is available on campus. Notify the Graduate Nursing program when you sign up for the exam if you want to request special consideration from the WSU Library off-campus access.

The outcome of the examination is either "Pass" or "Fail." The outcome is based on the student’s ability to analyze and synthesize responses (i.e., think critically), cite appropriate sources of information, and respond to questions in an organized and succinct but complete manner. Analysis of evidence based interventions including a review of the theoretical and scientific basis for nursing interventions is an expectation. The decision regarding "Pass" or "Fail," must be agreed upon by at least two of the three committee members. If a student fails, he or she may request recommendations and/or requirements to be identified by the examining committee before the student attempts the examination again. The committee may recommend additional course work or written assignments. Any request to meet with the committee must be within the semester in which the exam was failed, or by any deadline given by written notice to the student.

(Continued on page 20)
Guidelines for Writing MSN Comprehensive Examinations

Good writing of any type is characterized by clarity, conciseness, and cogency. Particularly in the case of scholarly writing endeavors, the capacity to identify and describe a concept, and thereafter to logically and sequentially develop it to its ultimate outcome, is essential. Ideation should be to the point(s) requested in the particular question, and should utilize authoritative sources with appropriate documentation. Examination papers will be evaluated on the following criteria:

1. Utilization and documentation of sources.
2. Demonstration of analytical thinking.
3. Demonstration of ability to synthesize.
4. Relevance to advanced nursing practice.
5. Clarity, Conciseness, Cogency.
6. Accuracy, Completeness, Logic.
7. Format, Grammar, Syntax.

The criteria for evaluation of examination papers are to be weighted according to individual faculty perception of the specific questions. Weight for structural material should be minimal, in comparison with content material.

COMPUTER LITERACY

Computer literacy is an expectation of the Graduate Nursing Program. Students may elect to take PC105, or other basic computer skills course, to fulfill the computer literacy expectation. Skills should include: word processing, e-mail and attachments, internet searches, and if courses require Blackboard, students are highly encouraged to complete the Blackboard orientation.

COUNSELING CENTER

For up to date hours and services, see, http://www.wichita.edu/thisis/home/?u=coutstctr1. From providing personal counseling and psychological assessments to offering national exams, the Counseling and Testing Center at Wichita State University provides a range of services designed to help students, faculty and staff succeed in their academic, work and personal lives.
CURRICULUM VITA  (Suggested Format)

NAME
ADDRESS
CURRENT LICENSES  (state and number) and NATIONAL CERTIFICATIONS  (type, organization, date)

EDUCATION  (The most recent to the earliest)
Institution                      Degree  Year

PROFESSIONAL EXPERIENCE  (Add a paragraph describing roles and function, including leadership roles and specific skills)
Institution                        Position  Dates

CONTINUING EDUCATION  (for the last three years)
Name of offering, sponsor, location, date, type of credit (e.g. College, State Board, ANA)

PROFESSIONAL ORGANIZATION MEMBERSHIPS
Organization               Dates  Offices Held  Dates

PROFESSIONAL HONORS  (Example: organizations (honor society awards, honorary recognition, etc.)

COMMUNITY SERVICE ORGANIZATION MEMBERSHIPS  (Include state organization memberships)
Organization               Dates  Offices Held  Dates

COMMUNITY SERVICE ACTIVITIES  (Volunteer work; example: Red Cross, United Way Fund Drives)

SCHOLARLY ACTIVITIES
Publications
Research
Grants (grants funded and proposals submitted)
Special projects (example: film production)
Consultantships

PROFESSIONAL SPEECHES
Organization  Topic  Location
(e.g., CE, panel presentations, seminars)
Dates

OTHER

PROFESSIONAL GOALS
Professional plans for the next five years. Specify role and function.
DENTAL SERVICES
The Advance Education in General Dentistry clinic is located at the Hughes Metroplex location, 2838 N. Oliver. The clinic offers comprehensive dental treatment to the public. For more information call, 978-8350. The WSU Dental Hygiene Clinic is located in 207 Ahlberg Hall. Services are provided by the dental hygiene students, under the supervision of faculty and a rotating dentist. For additional information, call 978-3603.

ELECTIVES
Students will agree upon electives with the adviser. Attention should be paid to the level of courses for minimum graduate requirements (see the Graduate Catalog). An elective does not have to be a Graduate Nursing course, but it must support the student’s area of study.

EMAIL
Students are expected to regularly and frequently check their wichita.edu email messages. The School of Nursing will increasingly use email for communication with students. Mass e-mailings will be sent to students’ wichita.edu addresses. You may forward your email to another address if you wish. Please note that some systems route group emails to your Junk, Spam or Trash mail folder. Some email sent from WSU will be group email. Please be sure that your system accepts mail from wichita.edu, whether they are group e-mailings or not. Beginning August 2016 the student email will change to @shockers.wichita.edu.

ENROLLMENT CLEARANCE
All graduate nursing courses are restricted for enrollment and require a computer clearance prior to enrollment. Students must submit an online form at, www.wichita.edu/clearance for clearance to enroll for each nursing course prior to enrollment each semester. Clearance will not reserve a place in the class. Allow a minimum of two business days for the form to be completed by the Graduate Nursing Programs office.

EVALUATION OF THE NURSING PROGRAM
Input is vital to the maintenance of a quality nursing program, students are asked to take an active role in the evaluation of the Nursing Program. You will be asked to evaluate your courses and your instructors during the program. Unless specified otherwise, all evaluations are confidential and anonymous. Evaluations to be returned via the Nursing Office are returned to the instructor after the semester has ended. Students are also asked to evaluate the program close to graduation. The questionnaire is used to evaluate the program. Feedback is utilized by faculty in ongoing curriculum development and revision.

EXCEPTIONS
Exceptions to Wichita State University Graduate School policies are requested by completion of the Application for Exception to Graduate School Regulations. Prior to being submitted to the Graduate School, the form is signed by the Applicant, Adviser, and Director of the Graduate Program in Nursing. Exceptions to policies specific to the Graduate Program in Nursing regulations are made by completing an Exception Request form or by writing a letter to the Director of the Graduate Program in nursing explaining the nature of and reasons for the exception. The Graduate Faculty for the School of Nursing or the Director will act on the exception requested.

FERPA
Notification of FERPA Rights
Release of Student Information Policy
In compliance with the “Family Educational Rights and Privacy Act of 1974” (FERPA), the following constitutes the institution’s policy on providing appropriate access to educational records, while protecting their confidentiality. Wichita State University accords all rights under the law to students. Those rights are: 1) the right to inspect and review the student’s education records; 2) the right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights; 3) the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent; 4) the right to file with the U.S. Department of Education a complaint concerning alleged failures by Wichita State University to comply with the requirements of FERPA; and 5) the right to obtain a copy of Wichita State University’s student records policy. A complete copy of the policy may be found in the Wichita State Catalog. Students will be notified of their FERPA rights by publication in the Undergraduate and Graduate Catalogs.
Procedure to Inspect Education Records
All students have records in one or more of the following offices, maintained by the administrative officer in charge: offices of Admissions, Registrar, Financial Operations, Computing Center, Office of Vice President for Campus Life and University Relations, Financial Aid, Student Health Services, Career Services, Cooperative Education, Planning, Testing, Library, College deans, academic advisers, and other administrative and academic personnel within the limitation of their need to know. Some academic departments maintain records separate from the school or college. A list of departments, their location, and the person responsible for the record may be obtained from the office of the dean of the school or college in which the department is located.

Students may inspect and review their education records upon request to the appropriate unit’s record custodian. Students should submit a written signed request which identifies as precisely as possible the record or records he or she wishes to inspect. A student must present appropriate identification before being permitted to review his/her record. The record custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 30 days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only portions of the record which relate to him/her. The student may request and receive interpretation of his/her record from the person (or designee) responsible for the maintenance of the record. The student may obtain copies of his/her educational records upon written request, for which the University may charge the current copying charge, not to exceed 25 cents per page. This does not entitle a student to an official transcript, for which there is a higher charge and which will be withheld if the person owes the University money or property.

Right of University to Refuse Access
Wichita State University reserves the right to refuse to permit a student to inspect the following records:
1. The financial statement of the student’s parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975.
3. Records connected with an application to attend Wichita State University if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

Disclosure of Education Records
Wichita State University will disclose information from a student’s education records only with the written consent of the student, except:
1. To school officials who have a legitimate educational interest in the records. These members include: personnel in the offices of Admissions, Registrar, Financial Operations, Computing Center, Financial Aid, Career Services, Cooperative Education, Planning, Testing, Library, college deans, and other administrative and academic personnel within the limitation of their need-to-know. “Legitimate educational interests” means (a) the information or records requested is/are relevant and necessary to accomplishment of some task or determination; and (b) the task or determination is an employment responsibility for the inquirer or is a properly assigned subject matter for the inquirer’s employment responsibility.
2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
3. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
4. If required by a state law requiring disclosure that was adopted before November 19, 1974.
5. To organizations conducting certain studies for or on behalf of the University.
6. To accrediting organizations to carry out their functions.
7. To parents of an eligible student who claim the student as a dependent for income tax purposes. Access to grades by parents will be allowed if the parents (a) complete a request form available from the Registrar’s Office; (b) enclose a copy of the first page of their last tax year’s federal income tax return. The same documents must be submitted each time a grade report is desired.
8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency.
10. To an alleged victim of any crime of violence, of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.
11. The University Student Health Services is required to report to the Kansas Department of Health the names of students who have certain communicable diseases such as hepatitis, tuberculosis, and venereal disease. The health service is also required to report to local law enforcement officials the name of any student who is wounded with a deadly weapon.
12. Social Security number and student status data may be provided to other State of Kansas agencies for use in detection of fraudulent or illegal claims against state monies.
13. At its discretion, the University may provide “Directory Information” to anyone in accordance with the provisions of the Act.
Record of Requests for Disclosure

Wichita State University will maintain a record of all requests for and/or disclosure of information from a student’s education records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. This record is open only to the student and the person in charge of the record.

Directory Information and Privacy

“Directory Information” includes the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

The name(s) and address(es) of the student’s parent(s) or guardian(s) may be disclosed when used for an official university news release about the student’s receipt of degrees or awards or about participation in officially recognized activities or sports. Parent name, address, telephone number, and e-mail address is designated as directory information for the limited purpose of disclosure to the Wichita State University Foundation, Inc. to support programs and activities of the institution and the WSU Foundation.

Currently enrolled students may withhold disclosure of “directory information” (on an all or none basis) to non-institutional persons or organizations. Students have an option to protect their privacy and not have such information released by completing a written request.

The form for requesting the withholding of directory information is available from the Office of the Registrar, 102 Jardine Hall, or call (316) 978-3090 to have one mailed or faxed. The completed form is returned to the Registrar’s Office with a readable copy of one of the student’s government issued photo IDs, such as a driver’s license. The form is processed by the business day after it is received. Withholding directory information applies to ALL the items above and excludes the student from the online directory, which is available on the WSU website to anyone with a myWSU ID. It also has other ramifications. Students should consider very carefully the consequences of any decision to withhold directory information to outside parties. Doing so could be a disadvantage should a lender, insurance company, employer, etc., want to quickly verify a student’s enrollment or graduation. It also excludes a student from the Dean’s Honor Roll or graduation lists that are sent to the media.

The institution will honor a student’s request to withhold directory information, but cannot assume responsibility to contact students for subsequent permission to release it. Regardless of the effect on a student, the institution assumes no liability for honoring instructions to withhold information.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are misleading, inaccurate, or in violation of their privacy. If the student considers the record inaccurate, he/she can request and receive an informal and/or formal hearing of the case to the end that the record will be corrected if judged faulty or in violation of privacy. No hearing under this policy shall be granted for challenging the underlying basis for a grade, but the accuracy of the posting may be challenged.

The following procedure for challenging the content of an education record shall apply:

a. The student has the right, upon reasonable request, for a brief explanation and interpretation if the record in question from the respective unit custodian. The unit custodian of the challenged education record, after reviewing the record with the student, may settle the dispute informally with the student with regard to the deletion or modification of the education record. The unit custodian shall make his or her decision within a reasonable amount of time and shall notify the student of the decision. In the event the unit custodian disapproves the student’s request to delete or modify the record in question, the student shall be notified by the unit custodian, in writing, of the decision and of the student’s right to a formal hearing upon the request.

b. The student may request a formal hearing by obtaining from the Vice President for Campus Life and University Relations office a request form on which he/she must designate the location of the record in question and a brief explanation of the reason for believing the record is misleading, inaccurate or a violation of privacy. A hearing officer shall be selected by the Vice President for Campus Life and University Relations from a pool of persons who are officials of the University. The hearing officer selected should be a disinterested party to the dispute who will conduct an administrative hearing with both parties present.
The hearing shall be held within a reasonable period of time; notice of the date, place, and time must be given reasonably in advance. The student shall be afforded a full and fair opportunity to present relevant evidence and may be assisted or represented by any person of his/her own choosing (including an attorney at his/her own expense). When appropriate, affected University offices will be notified of the hearing and given a chance to respond to the student’s assertions. A written decision based upon the evidence presented or gathered shall be prepared within a reasonable amount of time and shall include a summary of the evidence and the reasons for the decision. The judgment of the hearing officer shall be final and the record shall be changed or retained as recommended.

If the institution decided the information is accurate, it shall inform the student of his/her right to place in the educational record a statement commenting upon the information and/or noting any reasons for disagreeing with the decision. Any statement of this sort shall be maintained as long as the student’s educational record or contested portion is maintained; if the student’s educational record or contested portion is disclosed to any party, the student’s statement shall also be disclosed.

Complaint Procedure
If a student believes that the University is not in compliance with FERPA, he/she should check first with the office involved and/or the Vice President for Campus Life and University Relations. If a student then wishes to file a complaint with the federal government concerning the University’s failure to comply with FERPA, he/she must submit the complaint, in writing, to the Family Compliance Office, U.S. Department of Education, 400 Maryland Ave. S.W., Washington, D.C. 20202-5901.
FORMS

Once accepted to the Graduate School, all students desiring a degree will complete the following paperwork. NOTE: Other paperwork may be required depending upon their situation. Continued contact with the adviser or Graduate Nursing Programs office is highly recommended.

Application for Degree- An Application for Degree (AFD) is a 2-part form must be filed with the Graduate School Office by the 20th day of classes during the fall or spring semesters or 10th day of classes during the 8-week summer semester whenever graduation is anticipated. This form includes both the Application for Degree and the Graduate Student Exit Survey. For up to date information about completing the AFD, see to complete the AFD form (open link to new page).

Conditions Clearing Form- When all conditions placed upon a degree bound student are met, a student may request a clearance of the conditions. Conditional students may not receive financial aid through WSU or file an official plan of study. Only the Graduate Program Director will sign the conditions clearing form. Contact the Graduate Nursing Programs office for assistance.

Contract- A contract must be completed for all who enroll in N796 Practicum in a Special Setting, N799 Directed Readings and N825 Independent Study. The contract outlines course requirements that have been tailored to your needs. The contract will be completed between the student and their advisor.

Plan of Study- The Official plan of study defines the student’s program with the University and is the student’s “contract” with the university. The proposed POS identifying the completion option and proposed coursework should be submitted after the completion of 12 hours, or after one third of the program has been completed, whichever is greater (WSU Graduate Catalog, p. 28). Please see Amy McClintock in Graduate Nursing office for assistance in completing and processing the POS.

Worksheet- The Worksheet is a semester-by-semester list of a student’s course work. It is usually completed during the first semester and signed by both the faculty adviser and student.

GRADING

Grading policies will be determined by each faculty member in accordance with University standards. These policies are listed in each course syllabus. Coursework for graduate credit is normally graded A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, or S/U. Faculty also have the option of assigning an I (incomplete) if they feel that sufficient justification exists for the student’s failure to complete the course. An IP (in progress) grade is temporarily recorded when a course does not have to be completed by the end of the semester of enrollment. The grade submitted when the course has been completed replaces all IP grades for that course. This applies to courses such as Special Projects, Special Topics, Research and Thesis, as specified by the departments. The graduate grade point average includes only those courses taken at WSU for which graduate credit is earned and for which a regular letter grade (A, B, C, D, or F) is assigned. For repeated courses, only the last assigned grade is used to calculate the WSU graduate grade point average. WSU courses repeated at another institution may be used to fulfill program requirements; however, the repeated course transferred from another institution will not be counted in the WSU graduate grade point average, nor will it replace the grade received at WSU. Courses transferred from another institution and graduate credit courses graded S (satisfactory) do not affect the graduate grade point average. To remain in good standing in a graduate degree program, students must maintain a grade point average of at least 3.00 in all courses on the student’s graduate plan of study (excluding all transfer work) and for all graduate work taken at WSU. Grades lower than C, (generating less than 2.000 grade points), cannot be used to satisfy degree requirements, but such grades earned may be repeated (WSU, Graduate School Catalog p. 21). Post-Master’s DNP students must maintain an overall of 3.25 GPA in all courses. A plus/minus grading system is used for the entire program. It applies to grades of A, B, C, and D. Credit Points. For each hour of work the student takes, credit points are assigned, as follows, to permit averaging of grades:

A = 4.000; A- = 3.700
B+ = 3.300; B = 3.000; B- = 2.700
C+ = 2.300; C = 2.000; C- = 1.700
D+ = 1.300; D = 1.000; D- = 0.700

(Continued on p. 27)
Related details:
An “I” – Incomplete is temporarily recorded as a grade when a student is granted an extension of time to complete coursework if the faculty member believes sufficient justification exits or the student’s failure to complete the course. Credit is postponed and the course is not included in the student’s grade point average until it is completed and a regular letter grade is assigned. An incomplete grade should be assigned only when instructor and student have communicated and agreed upon the conditions and time frame for completing the work (WSU, Graduate School Catalog p. 23).

GRADUATE SCHOOL CATALOG
Graduate students are responsible for information contained in Graduate School catalog, published by the Graduate School. A complimentary copy is offered to students by the Graduate School upon admission. The Graduate School catalog can also be accessed online at, http://webs.wichita.edu/?u=gradschool&p=/publications/gradcatalog/. Specific policies which graduate students will want to note included in the catalog. Students are encouraged to obtain a catalog and make themselves aware of procedures, policies, deadlines and other graduate information.

GRADUATION
School of Nursing Pinning/Hooding Recognition Ceremony
The School of Nursing conducts a Pinning/Hooding Recognition ceremony for the fall and spring School of Nursing Graduate and Undergraduate Nursing students. Students will wear regalia for the ceremony. Students graduating in the spring and summer participate in the spring ceremony and fall graduates participate in the fall ceremony. Please contact the School of Nursing main office or the Graduate Nursing Programs office to request specific details. Students are highly encouraged to attend this ceremony.

University Commencement Ceremony
Wichita State University conducts a graduation ceremony in the spring and fall each year. Students will wear regalia for the ceremony. Students graduating in the fall semester will participate in the fall ceremony. Students graduating in the spring and summer semesters will participate in the spring ceremony. Summer graduates are asked to apply for summer graduation by the spring deadline in order to receive information about the ceremony and to have their name listed in the program. Students need to inform the School of Nursing of their intent to participate in a graduation ceremony. To RSVP to the university commencement ceremony, please access the link through your myWSU page. Students are highly encouraged to attend this ceremony.
GRIEVANCE PROCEDURE - School of Nursing Graduate Program

The grievance procedure for the School of Nursing Graduate Program is available to students and faculty as a method of resolving conflicts. The grievance procedure set forth in the following paragraphs may be used for disputes about student grades. Grade disputes may also be reviewed through the College of Health Professions procedure or through the WSU Student Court of Academic Affairs. Appeals regarding dismissal from the Graduate School must be submitted to the WSU Graduate School (see the WSU Graduate Catalog, pp 22-23).

Grounds for a Grade Appeal
A student may only file a grade appeal if the student feels one of the following grounds:
   a. A course grade was not in accordance with published course grading policy;
   b. A course grade was arbitrary or capricious; or
   c. A course grade was determined on a basis other than academic class or clinical performance.

Procedure
Attempts must be made to resolve the grade dispute with the appropriate course instructor within five (5) working days of the official posting of the WSU grade.
If not resolved at this level, the student notifies the Director of the Graduate Program within five (5) working days to request a meeting. Prior to a scheduled meeting the student must submit a written statement addressing one (or more) of the Grounds for a Grade Appeal listed in the above section. The statement should also include all pertinent information regarding the grade appeal and include the date(s), time(s), place(s) of events; names of any available witness(es); and a summary of the efforts and actions taken by the student to resolve the grievance.

If the grievance is not resolved at this level, the Director will counsel the student to request a hearing by an assigned subcommittee of graduate nursing faculty. Within ten (10) working days, the graduate faculty subcommittee will convene to hear the testimony and receive evidence relevant to the grievance. During the hearing, the involved faculty member and student will be asked to be present and provide evidence contributing to the case. The involved parties will not be present during the subcommittee’s deliberations.

A decision shall be rendered by the subcommittee within seven (7) working days after the last day of the hearing. The decision will be forwarded to the Chairperson of the School of Nursing who will inform the student of the subcommittee’s decision. Proceedings of the deliberation of the graduate faculty subcommittee will be kept on file in the School of Nursing and will include the faculty decision(s), recommendation(s), and rationale.

GRIEVANCE PROCEDURE - College of Health Professions
Please see, http://webs.wichita.edu/depttools/depttoolsmemberfiles/chp/BvLaws/2012_Pol_AcademicGrievance.pdf for the most up to date College of Health Professions Academic Grievance Policy.
GRIEVANCE PROCEDURE - Graduate School

Complaint Procedures

The following statements are designed to provide guidance to graduate students in protesting an actual or supposed circumstance in which they feel they have been wronged. Conflicts eligible for resolution under these procedures are restricted to academic matters other than grades. Disputes about grades are resolved through the Court of Student Academic Appeals. These procedures do not include conflicts covered by other policies in the university. This may be initiated for circumstances which are within one year from the time of occurrence.

Steps in the process:
1. The student should first consult with the faculty member or administrator perceived to be causing the circumstance which has resulted in the feeling of being wronged and attempt to resolve the conflict at that level.

2. If the first step is not applicable or does not resolve the problem, the student should attempt to resolve the issue with the department chairperson, college dean, or through the use of department/program structures which may exist for this purpose.

3. If the student has exhausted the remedies provided in steps one and two without success, the student should schedule a meeting with the dean of the Graduate School or the dean’s designee (see Role of the Graduate Dean below). All requests must be in writing.

Role of the Graduate Dean
The dean of the Graduate School or the dean’s designee receives complaints or protests and decides whether to take direct administrative action to resolve the conflict or refer the complaint to the Graduate Council. A decision of the graduate dean may be appealed to the Graduate Council. If the student wishes to appeal the decision to the Graduate Council, he or she must notify the graduate dean in writing within 30 days of the decision. The graduate dean will then, in writing, provide the student the standard appeal processes that will be followed. The decision of the dean of the Graduate School on recommendations received from the Graduate Council is final.

Role of the Graduate Council
In addition to being the elected representative of the graduate faculty, the Graduate Council serves as the Committee on Exceptions in an advisory capacity to the dean of the Graduate School. This responsibility may be discharged by the council acting as a committee of the whole, through subcommittees, or ad hoc committees consisting of selected members of the graduate faculty and graduate student body. Conclusions reached by the Graduate Council will be transmitted as recommendations to the dean of the Graduate School. The Graduate Council also serves as a committee on appeals if the student is dissatisfied with direct administrative action taken by the graduate dean. In such cases, the judgment of the council is final.

Court of Student Academic Appeals
The faculty at Wichita State has established a procedure to resolve disputes arising out of the classroom through the Court of Student Academic Appeals. The court hears appeals from students who believe they have been treated unfairly in grading. The court is designed to help resolve differences that cannot be settled in the framework of the student-faculty relationship and offers an important safeguard for students. The student must file an appeal within one semester after the grade is assigned (excluding summer). The court may waive the time limit if documented and verifiable exceptional circumstances cause a delay in submitting the appeal. Any student may use the appeals procedure. Forms are available in the Office of the Provost and Vice President for Academic Affairs, Room 109 Morrison Hall. The general procedure is explained to students when they pick up the form.

Appeals for charges of plagiarism must be filed with the class instructor’s dean. For more information see section 2.17 of the WSU Policies and Procedures Manual at wichita.edu/policiesprocedures.
HIPAA
WSU has set forth a policy to address and meet institutional requirements and obligations imposed by the Health Insurance Portability and Accountability Act of 1996 in regard to the privacy of health information. For up to date information about the policy, see, http://webs.wichita.edu/inaudit/ch20_17.htm.

INCLEMENT WEATHER PHONE LINE
Call (316) 978-6633, an automated line, and press option 2 for updated information about any change in the usual university class schedule due to inclement weather.

INDEPENDENT STUDY ACTIVITIES
Independent study may be chosen for a maximum of six hours within a plan of study. Generally, students planning formal research projects should enroll in Thesis hours. The following information is designed to assist the student in planning Independent Studies. However, final approval must be provided by a graduate faculty member. A contract describing requirements for the credit hour(s) must be completed by the student and approved by the faculty member. The contract will be retained in the student file. Contract forms are available in the Graduate Nursing Office and in the appendices of this handbook. Courses available in Nursing:

- N791 Special Studies in Nursing. (1-6). A course allowing opportunity for students to engage in extensive study of particular content and skills directly or indirectly related to nursing practice. Repeatable.
- N796 Nursing Practicum in Special Settings. (1-6). Opportunity for directed practice in various settings, including clinical specialties, nursing administration, nursing education and consultation. The student plans, in collaboration with major adviser and preceptor, objectives and evaluative criteria for the experience.
- N799 Directed Readings in Nursing. (1-2). An opportunity for the student to engage in critical search of the literature in areas related to the profession and practice of nursing.
- N825 Independent Study. (1-6). Provides opportunity for the student to develop, in collaboration with a School of Nursing faculty member, objectives and protocol for independent work.

The following examples are provided as a guide only. Specific requirements are set by the faculty member supervising each independent study.

One Hour Credit Option
1. Written comparison of theories related to a particular area of interest in student's clinical population focus or functional area. Student enrolls in N825.
2. Critical review of readings and materials on a focused topic (50 references/credit hour). Student enrolls in N799.

Two Hour Credit Options
1. Critical review of readings and materials on a focused topic (50 references/credit hour). Student enrolls in N799.
2. Preparation of manuscript for publication. (NURS 825)
3. Development of educational materials or program. (NURS 825)
4. Practicum experience appropriate for population focus or functional area. Students enroll in N796.

Three Hour Credit Option
Any combination of the one and two hour credit options or three hours.

INSTRUCTIONAL SERVICES LABORATORY (ISL)
The ISL is located in 100 Ahlberg Hall. Services provided by the ISL are free to students. These hours may change each semester. For up to date information about services and hours of operation for the ISL, see http://webs.wichita.edu/?u=otsweb&p=/students/.

INVOLVEMENT OPPORTUNITIES FOR STUDENTS
An opportunity is available for a graduate student in both the School of Nursing and the Graduate School for involvement and input. The School of Nursing Graduate Council has an opportunity for a student representative to bring student concerns to the Council’s attention. A copy of the Council’s bylaws can be obtained from the Nursing Office (Ahlberg Hall Room 500). The Graduate School also has an opportunity for a student representative for its Council. Please see Dr. Alicia Huckstadt or the Graduate School about these opportunities. These and other positions are posted as openings are available.
KANSAS NURSES ASSISTANCE PROGRAM (KNAP)
KNAP is a professional assistance program designed to assist all nurses and mental health technicians who have a problem or illness that has or could impair their ability to practice safely. Mental and physical illness, including alcohol and other drug addiction, can potentially impair practice and health. KNAP is a confidential program. As long as the nurse cooperates with the program, his or her name will not be shared with the Board of Nursing. Reporting requirements under the risk management law are satisfied by a report to KNAP. For more information, contact KNAP, 6005 Martway, Suite 100, Mission, KS 66202. Telephone (913) 236-7575 or fax (931) 236-7779.

LIBRARY SERVICES
For the most up to date hours of operations and services offered to students, see http://libraries.wichita.edu/ablah/.
Students will need a current student I.D. card to check out library materials. Photo copy machines and word processors or typewriters are available for students. Other services include Interlibrary Loan service and a computerized database including such programs as Medline. The application form is online. Word processors with printing capability are available in the study room. The entrance is through the main front door.

Wichita Hospital Library - Via Christi - St. Francis Campus Students on rotation may use the library material in the library only (no check-out); other students should use the inter-library loan at the WSU library. Photocopy machines are available for a fee. Hours are Monday-Friday 8:00 a.m.-4:30 p.m. (closed on holidays). For information, call 268-5979.
Via Christi - St. Joseph Campus Students on rotation may use the library material in the library only (no check-out); other students should use the inter-library loan at the WSU library. Photocopy machines are available for a fee. Hours are Monday-Friday 8:00 a.m.-4:30 p.m. (closed on holidays). For information, call 689-5375.
Wesley Medical Center Photocopy machines are available (there may be a fee); material may not be checked out. Hours are Monday through Friday 9:00 a.m. to 4:30 p.m. (closed on holidays). For information, call 962-2715.

Low GPA Policy (Semester and Overall)
Students who do not achieve a semester 3.00 or higher GPA will not be cleared for enrollment for the following semester. These students and students who pre-enrolled before the end of the semester grades are posted who receive less than 3.00 GPA for the semester will be required to meet with their advisor to schedule the repeat of required course(s) to increase their GPA to the 3.00 or higher level. If the student does not meet with their advisor prior to the start of the semester, the student may be administratively removed from enrollment in nursing courses. If the semester and overall GPA is not increased to the 3.00 level or higher within the next semester, the student may be removed from the degree program. (Approved Graduate Council 03/06/2015)

MEDICAL SERVICES
WSU Student Health Services is located in 209 Ahlberg Hall. For up to date hours of operation and services, see http://www.wichita.edu/thisis/home/?u=shc.

NAME BADGES for STUDENTS
Students in clinical will wear a photo identification badge. Photos are scheduled through the Graduate Nursing program office and will be taken during one of your population focus courses. A processing fee of $6.00 cash only is required. Professional dress with lab coat is required for the photo.

NON-DEGREE BOUND STUDENTS
Students who are qualified for admission to graduate studies but who are not studying for the MSN or DNP degree may be admitted, with the School of Nursing and instructor approval, to some of the nursing courses. (See non-degree category A and B, Graduate Catalog.) Enrollment in MSN and DNP degree completion courses is restricted to non-degree bound students unless special permission is granted by the faculty. Only 12 hours of non-degree credit may be carried to a plan of study.

NONDISCRIMINATION NOTICE
For the most up to date notice, see http://webs.wichita.edu/inaudit/ch3_02.htm.

PAPERS - RETAINING
Occasionally there are disputes over grades; it is the practice of the graduate faculty to return papers, and the student's responsibility to retain them for retrieval. See also the section “Student Materials - Use of” for paper inclusion as part of the accreditation process.
All students must complete PRIOR to enrollment in a practicum course:
1) Medical requirements
2) License/insurance/training requirements

**EXPIRED DOCUMENTATION** - It is the **responsibility of the student** to submit expiring items as needed to avoid a lapse. Students who have items that lapse during the semester may not continue in the practicum and are subject to administrative withdrawal.

**DEADLINES** - Verification from Student Health Services (SHS) **MUST** be received by the Graduate Nursing programs office deadline. It is the **responsibility of the student** to confirm verification of receipt from SHS with the Graduate Nursing program.

**IMPORTANT:** Completion of practicum documentation includes confirmation of documents received by SHS in the Graduate Nursing programs office. **NOTE:** If your practicum begins prior to the actual semester start, then your due date may be earlier.

**MEDICAL** – Do not submit medical records (i.e. physical exam; immunizations) to the Graduate Nursing program office. It is the **responsibility of the student** to contact and confirm verification of receipt from SHS with the Graduate Nursing program **prior** to the due date.

**LICENSE/INSURANCE/TRAINING** - This information is submitted to the Graduate Nursing programs office.

**FACILITY REQUIREMENTS** – Any requirements beyond the program (i.e. drug testing).
MEDICAL REQUIREMENTS

Submit the following paperwork to WSU STUDENT HEALTH SERVICES. Student Health Services - located on the 2nd floor of Ahlberg Hall, east side of building. Phone 978-3620; Fax 978-3517.

Requirement Procedure for College of Health Professions Students (effective, July, 2011) -

1. Students will receive a checklist of health information necessary for clinical requirements.

2. Students will attach the checklist to their documentation of health information and submit to WSU Student Health. All documents should be submitted at one time.

3. Updates ONLY to health information (examples: Influenza vaccine, Hep B/Td vaccines and TB skin testing) may be submitted when received.

4. Student Health Services will issue a card to the student’s department with the pertinent health information dates.

5. Each CHP department will supply Student Health Services with a list of new students at the beginning of each program year.

6. Student Health Services will charge the student’s WSU account a one-time $20.00 fee for review of records. This fee will cover the student the entire time of their program.

The student must have ALL Practicum DOCUMENTATION below attached to the College of Health Professions Requirement Checklist. See p. 34.

1. PHYSICAL EXAM – within one year. Exams can be done at Student Health or the student can submit a copy of the physical exam (form provided by Student Health) to be completed by their PCP and then submitted to SHS.

2. TUBERCULOSIS SCREENING – clearance annually. Students can receive TB screening at SHS or appropriate documentation from the PCP can be submitted to SHS. One of the following is required for TB clearance:
   - Negative TB test.
   - Negative Quantiferon blood test.
   - If a student’s TB or QFT is positive, clearance requires a negative chest x-ray. A completed symptom review sheet for students with a documented history of positive TB test or positive QFT.

3. Tdap VACCINATION – This is to meet the requirement for pertussis. The recommendations for healthcare workers from Immunze.org is a single dose of Tdap regardless of age and of the time since the last Td dose.

4. MMR - documentations of two doses of MMR (first dose on/after first birthday and second dose at least 28 days later) OR titers demonstrating immunity to Mumps, Rubella, and Rubeola.

5. VARICELLA – Two varicella vaccinations given 4 weeks apart OR a titer demonstrating immunity to varicella.

6. HEPATITIS B - Three dose series completed in the appropriate time frame OR positive Hepatitis B titer. A waiver may be requested in extenuating health circumstances.

7. INFLUENZA VACCINE – Vaccination against seasonal influenza is required annually (typically between mid-September to March 31st). A waiver may be requested in extenuating health circumstances.

8. MENINGITIS - Required if the student is living in the dorm for the first year, or waived.
College of Health Professions Requirement Checklist

Name: _________________________________________

Program: _______________________________________

myWSUid: _____________________________________

Please attach checklist to all requirements and submit all at the same time.

☐ Physical Exam

☐ Tuberculin test or Quantiferon Gold Assay*

☐ Tdap Vaccine (Tetanus/diphtheria/acellular pertussis)

☐ Documentation of two doses of MMR (first dose on/after first birthday and second dose at least 28 days later) OR titers demonstrating immunity to Mumps, Rubella, and Rubeola.

☐ Varicella- titer or 2 vaccine series

☐ Three dose series completed in the appropriate time frame OR positive Hepatitis B titer.

☐ Influenza Vaccine**

☐ Chest X-Ray &/or Signs/Symptoms review as indicated

*Updates may be turned in as received.

**A waiver may be requested through the School of Nursing- Graduate Nursing Program in extenuating health circumstances.

02/2016
LICENSE, INSURANCE AND TRAINING REQUIREMENTS

Submit the following items to the Graduate Nursing programs office:
Room 501 Ahlberg Hall, Attn: Amy McClintock. Phone 978-5704. Fax 978-3094

1. Students will receive a checklist for licensure, insurance, and training requirements, necessary for practicum documentation requirements.

2. Students will attach the checklist to their documentation of licensure, insurance, and training requirements and submit to the Graduate Nursing programs office.

   **All documents should be submitted at one time (exception to Liability Insurance).**

3. Renewals or Updates **ONLY** to information may be turned in when received.

   - **BACKGROUND CHECK** - Allow a week to complete, as this is done online. A copy will be provided to the Graduate Nursing program office.

   - **LIABILITY INSURANCE (DUE: July 1)** - A copy of your current coverage for NP student insurance (minimum of $1 million each incident/ $3 million aggregate). Nursing Administration students may have RN insurance.

   - **REGISTERED NURSE LICENSE** - Submit a copy of proof of current license in Kansas. If your practicum will be in another state, you must also provide proof of license in that state.

   - **CPR** – Submit a copy of your current Certification in Basic Cardiac Life Support/BCLS/CPR (and ACLS for ACNP students).

   - **BLOODBORNE PATHOGENS** – To be completed online at Castlebranch (formerly Certified). Good for one year from date of exam. To be updated when expired.

   - **HIPAA INSTRUCTION** – To be completed online at Castlebranch (formerly Certified). One-time documentation.

   - **PERSONAL HEALTH INSURANCE FOR YOU** – Submit a copy of proof of personal health insurance.

   - **PERSONAL HEALTH INSURANCE FOR YOU** – Submit a statement that you will not allow your personal health insurance to expire while in the program.
Name: ______________________________________ myWSUid: _____________________

Please submit all of the following items at ONE TIME, to:
Amy McClintock, c/o School of Nursing, Ahlberg Hall, Room 501, Phone 978-5704; Fax 978-3094

☐ BACKGROUND CHECK - Allow a week to complete, as this is done online. A copy will be provided to the Graduate Nursing program office.

☐ BACKGROUND CHECK Waiver - You must sign a release.

☐ LIABILITY INSURANCE - A copy of your current coverage policy page for NP student insurance (minimum of $1 million each incident/ $3 million aggregate). Nursing Administration students may have RN insurance.

☐ REGISTERED NURSE LICENSE - Submit proof of current license in Kansas. The Kansas State Board of Nursing no longer issues cards. It is the responsibility of the student to visit the KSBN site and make a copy of your RN license and submit. If your practicum will be in another state, you must also provide proof of license in that state.

☐ CPR - Submit a copy of current certification in Basic Cardiac Life Support/BCLS/CPR.

☐ ACLS - Current certification in Advanced Cardiac Life Support (ACLS)-required for ACNP students.

☐ BLOODBORNE PATHOGENS – To be completed online at Castlebranch (formerly Certified). Good for one year from date of exam. To be updated when expired.

☐ HIPAA INSTRUCTION – To be completed online at Castlebranch (formerly Certified). One-time documentation.

☐ PERSONAL HEALTH INSURANCE FOR YOU - To be updated if any change occurs while student you are in program.

☐ PERSONAL HEALTH INSURANCE STATEMENT - You are to submit a one sentence statement that you will not allow your personal health insurance to expire while you are in the program.

02/2016
PRACTICUM

Sample Statement of Confidentiality
EXAMPLE: Regional Medical Center -Wichita, KS

While participating in special educational projects, clinical experience other activities and internships at Regional Medical Center, the individual may have access to information which is of a confidential nature. Because the learning activities are educationally beneficial at a professional level, the individual is expected to respond at all times in a professional manner. Any information, either written or oral, having any relevance to patient care is strictly confidential. Discussion regarding patients and Medical Center information is restricted to the proper professional environment under supervision of appropriate personnel. Use of Medical Center information related to the education project, clinical experiences other activities and internships will be approved through Medical Center channels defined by the PROPOSAL AND LETTER OF AGREEMENT FOR THE SPECIAL PROJECT OR INTERNSHIP.

By my signature, I verify that I have read the above information and agree to abide by Regional Medical Center's policy on confidentiality of information.

Print or type name
Educational Institution
Signature
Date

Clinical Clock Hours
In general, a ratio of 4:1 (four contact hours per week, or 60 clock hours per semester, for one credit hour) is provided. Sufficient clinical clock hours required to sit for current national certification exams will be provided for each population focus. If certification requirements change, the number of hours provided will be adjusted as feasible.

Contracts
Practica are planned individually under most circumstances. The student and the practicum faculty member negotiate the arrangements prior to the start of the practicum. Students should be aware of the following: if they plan to do a practicum with an agency that does not have a contract with WSU, establishing a contract may take several months.

Satisfactory Clinical Practice
Any student whose clinical practice is not satisfactory will not receive a passing grade for a practicum. Students who do not meet the clinical performance criteria in a clinical or practicum course will not be allowed to progress in the program regardless of other grades earned or the cumulative GPA. Students may repeat a clinical course only once. After two attempts in a single clinical course, the student will be dismissed from degree standing in the graduate nursing program.

Special Practica
Students planning practica outside the Wichita area should begin making arrangements at least 6 months before the anticipated starting date. A license to practice nursing in the state where a practicum is being completed is required. Students are advised to talk with a faculty member as early as possible.

PRECEPTOR STATEMENT
Preceptors assist course responsible faculty and are practitioners who provide direct teaching to students appropriate to the course and program objectives. Preceptors for clinical population focus may include both advanced practice nurses (APRNs) and non-nurse practitioners (usually physicians). Each preceptor must be credentialed and state licensed to practice in his/her population focus. National certification is highly encouraged although not required in Kansas for APRN status. Preceptors must have educational preparation and/or extensive practice experience appropriate to his/her supervisory responsibility. Newly prepared preceptors must have at least one year of practice experience in the population focus. Orientation to the preceptor role, including program requirements, expectations for oversight and evaluation of students, are provided for each population focus. Student evaluation is the responsibility of the faculty with input from the preceptor. Experiences with preceptors are evaluated by students and faculty to enhance program development and student learning activities. Documentation of preceptor qualification is maintained in the School of Nursing.
PROFESSIONAL CONDUCT

Students are expected to adhere to standards of professional conduct which are based on the current Kansas Nurse Practice Act and the American Nurses’ Association Code of Ethics. A student may be subject to immediate dismissal from the graduate nursing program when in the judgment of the School of Nursing Graduate Council the good of the University, public and/or client/patient welfare warrants such action. No student shall be dismissed except for cause and after being given an opportunity to respond to the allegations of violation of the professional conduct code. Students have the right to appeal the decision (see the grievance procedure in this handbook).

The nursing student:
1. Provides services with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes or the nature of health problems.
2. Safeguards the client's right to privacy, assumes responsibility and accountability for individual nursing judgments and actions.
3. Demonstrates competence and acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical or illegal practice of any person.
4. Exercises informed judgment based on the level of education and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities and delegating nursing activities to others.
5. Demonstrates caring and concern for the client.
6. Participates in the profession's efforts to educate the client about self-care and the public about the role of nursing.
7. Interacts with others in a respectful manner.
8. Collaborates with members of the health professions and other citizens in promoting efforts to meet the health needs of the public.

Unprofessional conduct shall include failure to adhere to the applicable standard of care and a pattern of practice or other behaviors which demonstrate incapacity or incompetence to practice as a nursing student.

Unprofessional conduct includes:
1. Performing acts beyond the authorized scope of the level of nursing.
2. Assuming responsibilities without adequate preparation.
3. Failing to take appropriate action or to follow policies and procedures.
4. Inaccurately recording, falsifying or altering a patient's or agency record.
5. Physical or verbal abuse.
6. Violation of confidentiality.
7. Diversion of drugs, supplies or property of patients or agencies.
9. Intemperance in the use of alcohol or habit-forming drugs.
10. Mental or physical incompetence.
11. Violation of departmental and agency policies or professional standards.
12. Committing any act of sexual abuse, sexual misconduct or sexual exploitation.

(See also Section 60-7-106 of Kansas Nurse Practice Act)

At the discretion of the faculty, any student who violates professional conduct is subject to the following consequences:

1. Verbal warning with documentation of the incident placed in the student file. The faculty member stipulates expectations to be met in writing. A copy is given to the Director of the Graduate Program and the student.
2. If failure to meet stipulated expectations or another violation of professional conduct occurs, the faculty will document these behaviors, report them to the Graduate Director and the student and submit them to the School of Nursing Graduate Council for review. The council will recommend action(s).
3. Dependent upon the seriousness of the violation, the faculty may elect to take the issue directly to the School of Nursing Graduate Council for immediate action.
REPEAT GRADE POLICY
Graduate credit courses in which grades of 2.00 GPA or above are earned beginning fall 2001 may be repeated. Grades below 2.00 GPA may not be used to satisfy degree requirements, but such grades earned beginning fall 2001 may be repeated. The last grade of record is used to determine a student’s grade point average. (WSU Graduate Catalog, p. 23)

SCHOLARSHIPS and FINANCIAL ASSISTANCE
Notifications of Graduate Nursing scholarships or grants will be directly emailed to the graduate nursing student from the Graduate Nursing Programs office. Additional opportunities may be emailed to student at their myWSU email address or announced in classes. Students are encouraged to check their e-mail for announcements of these opportunities. For up to date deadlines and other financial information about the general School of Nursing scholarship application, see, SON Scholarships (hyperlink). WSU scholarship applications are reviewed by the School of Nursing Scholarship Subcommittee at specified times identified on the application forms. Awards are made for the following academic year.

SCHOLARSHIP STANDARDS
Students are expected to demonstrate a high degree of scholarship in their written and oral assignments. It is expected that all required written assignments reflect graduate level work. Students whose written assignments indicate difficulty with sentence construction and/or spelling may be strongly encouraged to seek assistance at the WSU Writing Laboratory.

SIGMA THETA TAU INTERNATIONAL- EPSILON GAMMA CHAPTER-AT-LARGE
THE HONOR SOCIETY IN NURSING
Wichita State University Nursing Honor Society applied for a charter from the National Society in the fall of 1978. An official evaluation visit was held in April 1979. Voting on Wichita State University Charter application took place in November 1979. The vote was unanimous for inclusion of Wichita State University Nursing Honor Society as a chapter of Sigma Theta Tau. The Epsilon Gamma Honor Society of Wichita State University was established as a chapter of Sigma Theta Tau, the National Honor Society of Nursing, in April 1980. The Chapter was approved for expansion to a Chapter-at-Large, March 11, 1991. The Epsilon Gamma Chapter-at-Large includes honor society members from Bethel College, Kansas Newman College, Southwestern College and Wichita State University. Chartering of the Epsilon Gamma Chapter-at-Large was held on October 27, 1991, at Wichita State University. Epsilon Gamma Chapter-at-Large meets three times a year, two general membership meetings and induction for new members. In June 2007, the charter was amended to include Tabor College as the fifth member of the Epsilon Gamma Chapter-at-Large. Invitational membership in Sigma Theta Tau International is an honor conferred on students in baccalaureate and graduate programs who have demonstrated excellence in their nursing programs. Undergraduate students and graduate students who have completed one-half of their professional classes are eligible. Grade point average of 3.25 (undergraduate) and 3.50 (graduate) is considered, as well as professional activities and leadership potential. Sigma Theta Tau International purposes are to:
1. Recognize superior achievement.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Encourage creative work.
5. Strengthen commitment to the ideals and purposes of the profession.

SOCIAL NETWORKING
Students are expected to maintain all forms of privacy about patients, facility staff, and university staff. This includes postings on internet social networking sites such as Facebook, Twitter, and others. Sharing of information, opinions, and experiences, even without specific identities (i.e. name, location, institution, etc.) can be construed as a breach of confidentiality. Ramifications of unprofessional social networking can result in dismissal from a clinical site and/or the nursing program.

STUDENT MATERIALS
Wichita State University School of Nursing is fully accredited. As part of the accreditation process, there is ongoing program evaluation to continue and increase the quality of the nursing program. As a School of Nursing student, we invite you to participate in assisting the faculty in evaluation of the nursing program. Each semester the faculty will select student papers to be used as examples. Paperwork will be kept in a locked location and used only for academic and program review purposes. Evaluation of student generated materials for the purpose of program review will not affect any individual students or faculty. If you do not wish to have your paperwork or other materials used for these purposes, please notify the faculty member of the course in writing. Your decision will be kept confidential and will not affect the student/faculty relationship.
STUDENT RECORDS
Students are eligible to inspect and review any of their educational records maintained by the University. The University has 45 days to respond to individual requests, though in typical situations this should not be necessary. Students wishing to challenge the accuracy of their records are entitled to a hearing, upon written request, which will be arranged by the dean of the college in which they are enrolled. Students are also entitled to the names of persons from outside the University who request access to their records and the reason for such requests. Requests from individuals within the University who, in the normal course of their duties have a reason for reviewing a student's education record, will also be recorded. No references or student records will be released to outside sources without the written consent of the student. Official transcripts are never released from the School of Nursing. These must be requested from the Transcript Office. Exceptions to the statements above are noted in Public Law 93-380, a copy of which is available to students in the Office of the Vice President for Student Affairs.

STUDENT UNION (Rhatigan Student Center - RSC)
The RSC is the student union at WSU. The RSC offers many services to students including the Bookstore, ATMs, Shocker Card Center, Commerce Bank, and various eating facilities. See the following link for hours and services, http://www.wichita.edu/thisis/home/?u=rsc.

TECHNICAL STANDARDS
To meet minimum admission and completion requirements

For all MSN, Graduate Certificate (Post-Master’s), DNP, and special graduate students these standards apply. Applicants to the graduate nursing program and candidates for degrees and certificates must be able to meet these minimum standards, with or without reasonable accommodation, for admission to the program and successful completion of degree and certificate requirements.

Every effort will be made to provide reasonable accommodation to qualified applicants and candidates with a documented disability. Determining what is a reasonable accommodation is an interactive process which the candidate should initiate with the Director of the Graduate Program or the Chairperson of the School of Nursing and will be determined on an individual basis. At the request of the student, decisions of the Director or the Chairperson as to what reasonable accommodation is to be provided to the student are subject to review by the School of Nursing Graduate Council and the Graduate School.

In graduate courses or population focus without clinical components, or involving no direct patient care, the standards may be modified by the School of Nursing Graduate Council. See Technical Requirement description on the following page.

(Continued on page 41)
TECHNICAL STANDARDS

Sensory and Motor Coordination or Function

Students must be able to execute gross and fine motor movements required to provide assessment, general care, and emergency treatment of patients. Some examples of the necessary skills include the following (not all inclusive):

- Administering CPR
- Using the assessment skills of palpation, auscultation, and percussion
- Assisting in moving and lifting patients using proper body mechanics
- Demonstrating the ability to perform clinical skills, such as initiating intravenous therapy and catheter insertion
- Determining changes in skin temperature

Observation

Students must be able to perform observational skills necessary to assess the health needs of clients through auditory, visual and tactile abilities. Some examples of the necessary skills include the following (not all inclusive):

- Hearing with a stethoscope to assess blood pressure and to assess heart, lung, and abdominal sounds
- Seeing color changes in skin; changes in pupil reaction
- Accurately reading calibrations on a syringe

Communication

Students must be able to speak, to hear, and to observe clients in order to do complete and accurate assessments of client status. Communication includes verbal, reading, writing, and non-verbal behaviors that reflect sensitivity, clarity and mutual comprehension. Some examples of the necessary skills include the following (not all inclusive):

- Initiate and maintain a nurse/patient relationship
- Share pertinent client assessment and other information with colleagues
- Give verbal and or written reports with clarity
- Document accurately and clearly in written or electronic format
- Do client/family teaching that results in mutual understanding

Intellectual, Conceptual, Integrative, and Quantitative Abilities

Students must have sufficient critical thinking skills in the practice of nursing. The students will problem solve clinical issues and situations by synthesizing information in an analytical, deliberative, evaluative, and decisive manner. Some examples of needed cognitive skills include but are not limited to the following:

- Accurately identify nursing problems from all relevant client data
- Analyze data to determine client’s health care needs and nursing diagnoses
- Use judgment to develop a plan and implement nursing interventions relevant to client’s needs
- Synthesize assessment findings to evaluate the effectiveness of actions in meeting client needs for nursing care.
  - Develop alternative plan of care if current plan ineffective.

Behavioral and Social Attributes

Students must possess the emotional stability to enable them to develop therapeutic relationships and successfully communicate with individuals and aggregates from a variety of social, emotional, cultural, and intellectual backgrounds. Students should possess the qualities of self-awareness, emotional maturity, objectivity, flexibility, empathy, and integrity. Students should be emotionally able to handle demanding workloads and to function effectively under stress. For examples (not all-inclusive) refer to “Clinical Laboratory Expectations” in the student handbook.
THESIS (MSN)
The student may elect to complete a thesis; credit hours for the thesis will exceed the required non-thesis hours. The thesis is a scholarly endeavor indicative of a high degree of discipline, self-direction, and creative ability.

(1) THESIS

Preparation
The student who elects to undertake a thesis will prepare a research proposal. After completion of N806, the student requests a member of the Graduate Faculty in Nursing to serve as chairperson of the thesis committee.

Committee
Chairpersons for thesis committees must have full membership in the Graduate School Faculty. If in doubt about the membership status of a professor, students should check with the Director of the Graduate Program. With consultation from the chairperson of the thesis committee, at least two other members are invited to serve on the committee. One of the two members must be from outside the School of Nursing and be a member of the WSU Graduate School faculty.

Special arrangements can be made and protocol has been established permitting a person from outside the WSU Graduate School to be a Committee Member; hence, faculty from other schools or clinical experts may also serve on the committee. Such individuals are usually the fourth member of the committee. While a minimum of three members is required for the committee, the student may choose up to five members. All thesis committees must be approved by Director of the graduate program and the graduate school prior to proposal approval.

Committee Meetings
The student is responsible for setting a date for an initial meeting of the thesis committee at which time the proposal is approved or disapproved. The proposal and proposal changes must be approved by the thesis chairperson before giving copies to the other committee members. **The student will provide each member of the committee a copy of the proposal at least two weeks before this initial meeting.** Further meetings may be indicated before the proposal is approved for study. Upon approval, the **Acceptance of the Thesis/Project Proposal Form** is signed by the student and members of the thesis committee.

Enrollment and Grading
The student will register for thesis hours upon the approval of the thesis committee chairperson. Generally, the student will register for one to three hours per semester until the thesis is completed. After approval of the proposal, completion of a thesis takes a minimum of two semesters. The total number of thesis hours is usually six but may be more. A maximum of six hours may be counted in the Plan of Study for the thesis. A grade of I is given each semester until the thesis is completed. After the thesis is completed, a grade of S or U is given. Continuous academic year (fall and spring semesters) enrollment is expected of students writing theses. According to the **Graduate Catalog**, "Students writing a thesis must be enrolled in courses entitled Thesis each semester in which they receive advice, counseling or research directions from their adviser."

Individual Assistance
The student may request the assistance of any member of the thesis committee either individually or as a group when enrolled in thesis hours. In addition, any member of the thesis committee or the committee as a whole may request a meeting with the student if this seems indicated. The student is expected to be familiar with Graduate School policies regarding type of paper used for the thesis, binding, etc. (See Graduate Catalog)

Graduate School Guidance
All students doing a thesis MUST follow the Graduate School procedures. When the thesis is completed, the student will take an oral examination (defense) of the thesis.
The oral examination of the thesis is an opportunity for the graduate student to demonstrate command of research methodology and to identify strengths and weaknesses of the investigation. The student who has elected to complete a thesis chooses the thesis committee early in the preparation of the thesis proposal. The thesis committee serves as the thesis examination committee.

The student is responsible for establishing the date and time of the examination, taking into consideration the dates set by the Graduate School for completion of the requirements for the degree and various academic schedules of the committee members. This date is usually set 6-8 weeks before the examination. Prior to the examination, the student is responsible for notifying the graduate nursing office of the date and time. The oral examination of the thesis ordinarily requires one hour. The student will provide each member of the committee a copy of the completed thesis at least two weeks prior to the oral examination.

The outcome on the oral examination is either "Pass," "Pass Conditionally," or "Fail." The decision regarding Pass, Pass Conditionally or Fail must be agreed upon by two-thirds of the committee. If a student passes conditionally, specific recommendations are made which the student must complete with guidance from the chairperson of the committee. If a student fails, in some situations students may not have the option to retake the thesis oral examination. An example of such a situation may be, but is not limited to, fabrication of data. If a student has the opportunity to retake the thesis oral examination specific requirements, including length of time to complete requirements, quality of expected work, and quantity of work, are identified and shared with the student.

When the oral defense of the thesis has been successfully completed, each committee member will sign the "Recommendation for Degree Form" provided to the committee chair by the Graduate School at the oral examination. The committee members will sign the title page of the thesis when the document is completed.

Title IX
Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity. Wichita State University does not discriminate on the basis of sex in educational programs or activities which it operates and has designated the following person to coordinate Wichita State University’s efforts to comply with and carry out its institutional responsibilities under Title IX: Natasha M. Stephens, Title IX Coordinator, 1845 Fairmount Street Wichita, KS 67260-0138, (316) 978-3186. Deputy and associate coordinators are designated for students, employees, visitors and athletics. The entire policy including names and contact information is located online in section 20.24 of the WSU Policies & Procedures Manual at: http://webs.wichita.edu/inaudit/ch20_24.htm.

TRANSFER COURSES
Up to 12 transfer semester credits from an accredited university may be accepted. A maximum of six hours may be core courses. A 3.0 GPA or better must be earned in the course being transferred. Transfer courses which will be more than 6 years old at the time of degree completion may not be transferred. Approval by the student’s adviser, the Director of the Graduate Program and the Dean of the Graduate School is required for transfer of all courses. Subject to receipt of transcripts, acceptance of transfer courses is completed when the official plan of study is filed (WSU Graduate Catalog, pp. 24-25)

TYPHON
Students entering into specialization will begin using a computer tracking program called Typhon. This program tracks clinical sites and other information that will be used for specialization and project preparation as they enter into the DNP courses.
NURS 701. Advanced Health Assessment (2). Prerequisite: admission to graduate nursing program. May be taken concurrently with or prior to NURS 702.

NURS 702. Advanced Health Assessment Laboratory (1). Companion course for NURS 701. Prerequisite: admission to graduate nursing program. May be taken concurrently with, or within one year of completion of, NURS 701.

NURS 703. Theoretical Foundations of Advanced Nursing Practice (3). Prerequisite: admission to graduate nursing program.

NURS 715. Advanced Nursing Practice Roles (1). Prerequisite: admission to graduate nursing program.

NURS 720. Human Lactation (3–4). Open to non-nursing majors. Prerequisite: admission to graduate program.

NURS 723. Foundations of Nursing Education (3). Prerequisite: departmental consent.

NURS 724. Nursing Education Practicum (3). Prerequisites: departmental consent. Pre- or co-requisite: NURS 723.

NURS 726. Common Dermatological Conditions in Primary Care (1–3). Prerequisite: senior rule or admission to the Graduate School or instructor's consent.

NURS 727. Low Back Pain (1–3). Prerequisite: senior rule or admission to the Graduate School or instructor's consent.

NURS 728. Advanced Practice Technology and Skills (3).

NURS 733. Diabetes Mellitus Nursing (3). Open to non-nursing majors.

NURS 734. Diabetes Mellitus Nursing Practicum (3). Open to non-nursing majors.

NURS 750. Workshops in Nursing (1–4). Open to non-nursing majors.

NURS 757. Teaching Strategies for Nursing Education (3). Pre- or co-requisite: NURS 723. May be taken by graduate nursing students or undergraduate nursing students with senior standing.

NURS 791. Special Studies in Nursing (1–6). Prerequisite: departmental consent.

NURS 793. Advanced Pathophysiology I (4). Prerequisites: admission to graduate nursing program or instructor’s consent.

NURS 795A. Applied Drug Therapy I (3). Prerequisites: admission to graduate nursing program and departmental consent.

NURS 795B. Applied Drug Therapy II (3). Prerequisites: admission to graduate nursing program and departmental consent.

NURS 796. Nursing Practicum in Special Settings (1–6). Prerequisite: departmental consent.

NURS 799. Directed Readings in Nursing (1–2). Prerequisite: departmental consent.

NURS 801. Health Care Systems: Policy and Politics (3). Prerequisites: admission to the graduate nursing program; Pre- or co-requisite: NURS 715.

NURS 803. FNP Primary Care I (3). Prerequisites: NURS 728, and admission to the FNP population focus. Co-requisites: NURS 804, 830, 838.

NURS 804. FNP Primary Care Practicum I (4). Prerequisites: NURS 728, and admission to the FNP population focus, NURS 703. Co-requisite: NURS 803, 830, 838.

NURS 806. Evidence-Based Nursing Practice and Outcomes of Care (3). Pre- or Co-requisite: NURS 703 and 715 or departmental consent.

NURS 812. Nursing and Health Care Systems Administration Practicum (3). Pre or co-requisites: NURS 811 or 827, 868.


NURS 821. Thesis (1–6). Prerequisites: admission to graduate nursing program and departmental consent, NURS 703.

NURS 822. Psychiatric/Mental Health Nursing Practicum I (4). Prerequisites: all core courses and NURS 854. Co-requisites: NURS 819, 856.

NURS 823. Graduate Project: Alternative to Thesis (1–3). Prerequisites: admission to graduate nursing program, departmental consent and 12 hours of graduate coursework, including NURS 703, 705.
NURS 824. Advanced Pathophysiology II (2). Prerequisites: admission to DNP, completion of at least one clinical course in specialty area.

NURS 825. Independent Study (1–6). Prerequisites: admission to graduate nursing program and departmental consent, N 703.

NURS 826. Evidence-Based Nursing Project I (2). Prerequisite: NURS 806 or departmental consent.

NURS 828. Evidence-Based Nursing Project II (2). Prerequisite: NURS 826 or departmental consent.

NURS 830. FNP Management and Clinical Application I (1). Prerequisites: NURS 728 and admission to the FNP population focus. Corequisites: NURS 803, 804, 838.

NURS 838. Transition to FNP Advanced Practice Role I (1). Prerequisites: NURS 728 and admission to the FNP population focus. Corequisites: NURS 803, 804, 830.

NURS 840. Pathophysiology and Management of Older Adult/Older Adult Acute Care Problems I (3). Prerequisites: NURS 793 and admission to ACNP or Adult CNS population focus.

NURS 842. Transition to the ACNP Advanced Practice Role I (1). Corequisites: NURS 840 and 874.

NURS 854. Diagnosis and Management of Mental Disorders (3). Prerequisites: Admission to the graduate nursing program and departmental consent.

NURS 856. Transition to PMHNP Advanced Practice Role I (1). Prerequisites: all core courses and NURS 854. Corequisites: NURS 819, 822.


NURS 899. Special Topics (1–3). Prerequisite: admission to the graduate nursing program and DNP program.

NURS 901. Organizational Systems & Leadership (3). Prerequisite: completion of one specialty practicum course or departmental consent.

NURS 902. Population and Social Determinants of Health (3). Prerequisite: completion of one specialty practicum course or departmental consent.

NURS 903. FNP Primary Care II (3). Prerequisites: NURS 803, 804, 830, 838. Co-requisites: NURS 904, 905, 906.

NURS 904. FNP Primary Care Practicum II (4). Prerequisites: NURS 803, 804, 830, 838. Corequisites: N 903, 905, 906.


NURS 906. Transition to FNP Advanced Practice Role II (1). Prerequisites: NURS 803, 804, 830, 838. Corequisites: NURS 903, 904, 905.

NURS 909. Pathophysiology & Management of Older Adult/Older Adult Acute Care Problems II (3). Prerequisites: NURS 793, and 840.


NURS 911. Transition to the ACNP Advanced Practice Roll II (1). Corequisites: NURS 910.


NURS 923. Transition to PMHNP Advanced Practice Role II (1). Prerequisites: NURS 819, 822, 856. Corequisites: NURS 921, 922.

NURS 924. Advanced Pharmacotherapy for Advanced Practice Nursing (3). Prerequisites: Admission to post-master’s DNP program or nationally certified APRN with program approval.

NURS 952. Advanced Nursing Practice Preceptorship (3). Prerequisites: completion of all core and population focus courses in NP/CNS option; departmental consent.
NURS 956. Practice Management (2). Prerequisite: completion of two specialty practica or departmental consent.

NURS 959. Evidence-Based Nursing Project III (3). Prerequisite: NURS 828 or departmental consent.

NURS 960. Residency (2, 4, or 6). An extensive, advanced-level learning experience tailored for the student and mentored by at least one graduate nursing faculty member and one other graduate faculty member. The post-baccalaureate DNP student will take a portion of the residency hours (not to exceed 4 hours) as a clinical residency. The final residency hours allow the student to complete and disseminate the results of the project developed in NURS 959. At the end of the residency, the student submits a DNP portfolio including the evidenced-based project manuscript or abstract and other student-authored manuscripts, clinical innovations, critically analyzed case studies, documented advanced nursing practice, evidence of practice management and quality assurance principles, and other scholarly work. Repeatable for a minimum of 6 credit hours, until requirements are met. Graded S/U only. Prerequisite: NURS 952 or departmental consent. Postmaster’s DNP students must complete all other required courses prior to this course and must be nationally certified in their specialization.
Wichita State University-Confidentiality Statement and Permission for Simulation Recording

As a student in the lab, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.

I agree to adhere to the following guidelines:

• All simulation patient information is confidential and any inappropriate viewing, discussion, or disclosure of this information is a violation of WSU academic honesty policy.

• Information obtained during simulation is privileged and confidential regardless of format: electronic, written, overheard or observed. I understand and will observe strict simulated patient and peer confidentiality about the details of the scenario, team member actions, and the debriefing discussions, at all times to which I am both directly and indirectly exposed.

• Simulation-based training is designed to challenge participants in a safe environment where mistakes are expected. However, some simulations will be graded experiences but the faculty member will let you know before the event if it is a graded experience. Participants and observers will learn from their own as well as others’ mistakes. Because of this, I will maintain strict confidentiality regarding both my performance as well as the performance of others, whether witnessed in real time or on media.

• The simulation manikins and standardized patients are to be treated with respect.

• I understand that simulation sessions are videotaped to augment the debriefing sessions and are erased when I exit my current degree program.

Signature: _______________________________________________________

Printed Name: ____________________________________________________

Date: _________________________________

Instructor: _______________________________________________________

Approved by School of Nursing – UG and Grad Councils, 08/2015