

**DOCTOR OF NURSING PRACTICE
STUDENT HANDBOOK
2024-2025**



Fort Hays State University
College of Health and Behavioral Sciences
Department of Nursing

Every effort is made to provide information that is current and accurate. The Department of Nursing reserves the right to make changes whenever such action is deemed appropriate or necessary. Any changes made are approved according to DON policies and procedures.

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SECTION I: Introduction

UNIVERSITY MISSION STATEMENT:

Fort Hays State University provides educational programs of distinction accessible to Kansas, the nation, and the world through innovative people of excellence who develop engaged global citizen-leaders.

The ever-changing, forward-thinking model of higher education embraced by FHSU provides on-line learning with global outreach. Information about specific course offerings can be found in the University Catalog, available from the Registrar's Office or at <http://web.fhsu.edu/universitycatalog/>

DEPARTMENT OF NURSING APPROVAL & ACCREDITATION:



Fort Hays State University has received approval by the Kansas State Board of Nursing, the Kansas Board of Regents, and the Higher Learning Commission to offer the DNP program.

The Doctor of Nursing Practice program at Fort Hays State University is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, (202)887-6791.

DEPARTMENT OF NURSING WELCOME:

The Department of Nursing (DON) of FHSU would like to extend a warm welcome to all students seeking advanced doctoral education. Given the rigor of scholastics, vast educational opportunities, and selective admission processes, you are considered an asset to the DON. The department will strive to challenge you to provide excellence in patient care, while maintaining the human '*nursing*' touch. At FHSU, rural health is important and concentrated practice in this area is stressed. The DON believes in continuous quality improvement, and we look forward to your feedback today, tomorrow, and for years after you graduate.

SECTION II: Mission, Vision, Goals, Organizational Chart, Philosophy, & Purpose

MISSION STATEMENT:

The mission of the Department of Nursing is to provide high quality undergraduate and graduate education utilizing the standards of professional nursing. The department focuses on innovative health care delivery and instruction utilizing advanced information technology, which connects Kansas to the nation and the world.

DNP MISSION:

The DNP Program mission is to develop advanced practice nurse leaders who collaborate in translating evidence-based practice to improve health outcomes of individuals, communities, and global populations.

VISION STATEMENT:

The Department of Nursing provides an excellent education program of distinction regionally, with graduates who are capable of caring for and changing the world. This is accomplished through the work of a magnet faculty unit that fosters teamwork, empowerment, and shared discovery.

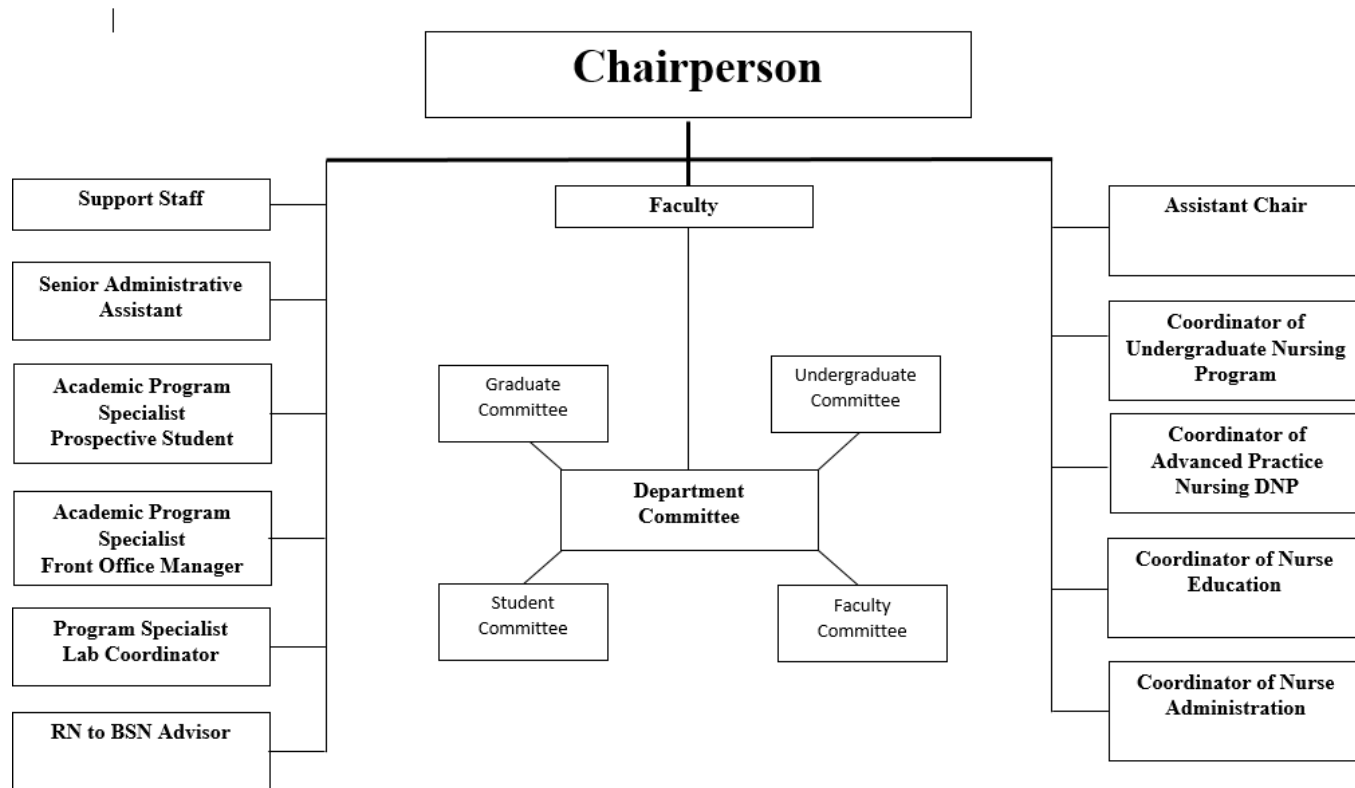
DEPARTMENTAL GOALS:

The overall goals of the Department of Nursing reflect the commitment to the mission of the department and are congruent with the mission statements of the university and college. The ordering of the goals does not indicate a hierarchical priority; all goals are viewed as being important for actualizing the department mission.

1. To prepare professional nurse generalists at the undergraduate level who are capable of practicing in various settings and possess the foundation for graduate study.
2. To prepare competent graduate level nurses in advanced nursing.
3. To prepare nurses at the doctoral level to become healthcare leaders.
4. To offer a nursing curriculum using advanced informational technology.
5. To improve health care delivery.
6. To prepare faculty and graduates for the future needs of a global society, while integrating a humanistic understanding of diverse populations.
7. To use the expertise of faculty and students in providing public service activities.
8. To engage faculty and students in scholarly activities and to disseminate research findings for the benefit of society and the nursing discipline.

DEPARTMENTAL ORGANIZATIONAL CHART: Fort Hays State University Department of Nursing (DON)

Fort Hays State University – Department of Nursing



DEPARTMENT OF NURSING CORE PHILOSOPHY:

The Department of Nursing has adopted the following Core Philosophy.

Human: The human is the focus of interest for the discipline of nursing. Humans are considered as individuals and as aggregates or groups within a holistic framework.

Environment: Environment is a dynamic interplay among political, economic, technological, societal, and other influences in which a human, aggregates and/or groups interact concerning health care, health care delivery and/or systems.

Health: Health is a dynamic pandimensional state of being uniquely defined within a cultural context by individuals, aggregates, or society. Health is a focus of nursing attention, not as an end in itself, but as a means to life that is meaningful and manageable.

Nursing: Nursing is a unique body of science influencing the health of humans. The implementation of nursing science and the art of nursing is nursing practice. Therefore, nursing is a blend of both science and art.

Learning: Learning is the art or process of acquiring knowledge and skill that include but are not limited by investigation, instruction, practice, and experience. Learning is an active internal process. Learning is not limited by but may include change of behavior, attitude, or thinking. The motivation to learn and the rewards of learning are complementary and dynamic. Learning is a lifelong process that involves the development of human potential.

DOCTOR OF NURSING PRACTICE PROGRAM PHILOSOPHICAL STATEMENTS:

The Department of Nursing philosophical statement builds upon the knowledge and competencies that characterize baccalaureate and graduate education in nursing. The Doctor of Nursing Practice curriculum integrates theory, research and practice from nursing and related disciplines. The DNP program will create nursing leaders for interdisciplinary health care teams by affording students with the tools and skills necessary to translate evidence gained through nursing research into practice. The students will acquire advanced knowledge and a strong foundation geared towards advanced nursing practices. This results in improved systems of care and provides the skills to measure outcomes of patient groups, populations and communities.

PURPOSE OF THE DOCTOR OF NURSING PRACTICE (DNP) PROGRAM:

The purpose of the DNP is to prepare advanced practice professional nurses with a global perspective who are capable of providing advanced nursing care in various settings. The DNP program is designed to accommodate the educational needs of the adult learner. The graduate will be prepared to practice and to lead various health care related agencies.

The DNP curricula actualize the mission of the Department of Nursing and the DNP philosophy by preparing advanced practice nurses as leaders. The core courses provide the foundation for specific course objectives and are designed by using the principle of basic to advanced concepts. The doctoral program expands the student's education using the program concepts as a guide. The student is encouraged to view humanity and society from a global perspective, meaning addressing the health status of individuals, health care system, leadership, and management.

Based on the synthesis of theory, practice and research, the doctoral program facilitates scholarly deliberation, philosophical reflection, and evaluation of societal trends. A major commitment of the program centers on utilization of innovative strategies to deliver a quality nursing education. Technology serves as an interactive link in connectivity between the graduate nursing student and the university faculty.

SECTION III: Doctoral Curriculum

The Doctor of Nursing Practice (DNP) is a terminal degree program offering the highest level of preparation for nursing practice. At completion of the program, graduates will possess the doctoral terminal degree for nursing practice and will be expected to incorporate comprehensive health care functioning as expert clinicians and nurse leaders. The BSN to DNP pathway prepares students for DNP practice as a Family Nurse Practitioner (FNP). An FNP provides primary care across the life span.

DNP ADVANCED PRACTICE PROGRAM OUTCOMES:

Program outcomes provide a framework for the curriculum; these outcomes were developed using faculty expertise, based upon the National Organization of Nurse Practitioner Faculties (NONPF) Standards for Quality Nurse Practitioner Education 6th Edition (2022) and The Essentials: Core Competencies of Professional Nursing Education (2021) by the American Association of Colleges of Nurses.

Curriculum Competencies and Guidelines

The Advanced Practice Family Nurse Practitioner (FNP) curriculum (BSN to DNP entry option) includes didactic and clinical practicum courses to prepare the graduate for national certification by the American Association of Nurse Practitioners Certification Board (AANPCB) or the American Nurses Credentialing Center (ANCC). To achieve this goal and to prepare the student for the additional leadership coursework seen in the DNP curriculum, the 2022 National Task Force on Quality Nurse Practitioner Education (NTF) Criteria for Evaluation of Nurse Practitioners Program served as a guide.

Nursing Standards

The DON adheres to the American Nurses Association Code for Nurses which reads as follows:

Preamble: The Code for Nurses is based on belief about the nature of individuals, nursing, health, and society. Recipients and providers of nursing services are viewed as individuals and groups who possess basic rights and responsibilities, and whose values and circumstances command respect at all times.

Nursing encompasses the promotion and restoration of health, the prevention of illness, and the alleviation of suffering. The statements of the Code and their interpretation provide guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and quality in nursing care.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and

rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

AACN Essentials

The DNP Program is designed to meet the American Association of Colleges of Nursing (AACN) "The Essentials: Core Competencies of Professional Nursing Education" (2021). The essentials contain ten (10) nursing domains. These domains are:

1. Knowledge of Nursing Practice
2. Person-Centered Care
3. Population Health
4. Scholarship for Nursing Practice
5. Quality and Safety
6. Interprofessional Partnerships
7. Systems-Based Practice
8. Information and Healthcare Technologies
9. Professionalism
10. Personal, Professional, and Leadership Development

Student Learning Outcomes:

1. **Professionalism**-Graduates will use inter-professional collaboration with ethical competency to improve patient and population health outcomes.
2. **Theory**-Graduates will analyze and integrate knowledge from research and theory to develop and implement evidence-based practice.
3. **Evidence Based Practice**: Utilize the process of systematic inquiry to translate, implement, and evaluate evidence-based practice to improve patient outcomes.

4. **Leadership**-Graduates will apply leadership to lead health care systems to improve health outcomes of individuals, communities, and populations through interdisciplinary collaboration and implementation of high-quality and cost-effective care.
5. **Advanced Practice Role**-Graduates will utilize the advanced practice role to improve health outcomes, evaluate and improve business practices, actively participate in health care policy, evaluate information systems, and promote health and disease prevention for individuals, communities, and populations.
6. **Informatics**-Graduates will analyze, utilize, and evaluate information technology to provide leadership and improve patient care.
7. **Health Care System**-Graduates will advocate, influence, and evaluate policy making and implementation.
8. **Holistic View**-Graduates will provide comprehensive health care to populations while exhibiting sensitivity to cultural diversity.

DNP PROGRAM DESCRIPTION

The Department of Nursing offers two terminal degree DNP pathways. The first pathway is the BSN to DNP degree, consisting of 75 credit hours of course work. This pathway will prepare the students to apply for state licensure as an APRN and test for national certification as an FNP. The second pathway is the MSN Advanced Practice Registered Nurse (APRN) to DNP pathway, consisting of 30 credit hours of course work.

DNP CLINICAL ROTATIONS AND PROJECT HOURS

The BSN to DNP pathway at Fort Hays State University will have 900 clinical hours and 600 project hours. The MSN to DNP pathway accounts for clinical hours taken in the masters advanced practice nursing program, leaving only 600 project hours for completion. The project course is an accumulation of theory, leadership, and research courses requiring students to choose a specific area of practice that they will explore in detail with an aim of improving practice outcomes.

PROFESSIONALISM

Domain 9 of the Essentials for DNP defines professionalism as “Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing’s characteristics and values” (AACN, 2021, p. 11). Just as the profession requires accountability and a collaborative disposition, so does doctoral education.

Students are required to maintain professionalism at all times. The classroom may be in-person, lab, clinical, or virtual. The professionalism requirements apply to all classroom settings, including virtual. When a student’s behavior does not meet the expectations of the department, the student may be placed on a Professional Code of Conduct Plan of Improvement. If a student does not follow the terms of the improvement plan, they may be dismissed from the program. See Appendix A.

We expect all students to be P.R.O.

- **Professional:** As professional nurses and nurse practitioners, students are expected to behave in a professional manner at all times and in all ways. This includes but is not limited to the following:
 - Be civil in all interactions with others.
 - Treat all peers and faculty with kindness and respect.
 - Do not raise one's voice or demean others verbally or in writing.
 - Read emails prior to sending to ensure the tone is appropriate and as intended.
 - Send emails on behalf of oneself only.
 - Respect the classroom, both virtual and in-person.
 - Consider how you want to be treated and treat others the same.
- **Responsible:** This is a doctoral program and will require time and effort to be successful. This includes but is not limited to the following:
 - Take responsibility for your behavior, learning, assignments, and interactions with others.
 - Communicate with faculty and peers in a timely and polite manner.
 - Know the expectations for assignments, the course, and communication with faculty and peers, meet those expectations, and accept the consequences if they are not met.
 - Recognize your grade reflects your effort and was earned, not given.
- **Organized:** This includes but is not limited to the following:
 - Respect peer and faculty time.
 - Make note of due dates and plan ahead.
 - Review rubrics and instructions for each assignment before beginning and before submitting.
 - Make appointments with faculty in advance and keep those appointments.
 - Be mindful of others in group projects, including discussion boards. Post early to allow time for meaningful discussion.
 - Communicate with faculty and peers in a timely fashion.
 - Check FHSU email and Blackboard announcements regularly and respond appropriately.

Faculty and Peer Interactions

Students are expected to interact professionally with all faculty and staff through email, discussion boards, and all other methods of contact. Students should monitor their FHSU email account and respond to correspondence within 2 business days.

Students should expect meetings with faculty to be conducted during regular business hours and should not request after-hours meetings. Faculty may offer after-hours meetings at their convenience, but it should not be expected. Students in the BSN to DNP pathway should recognize meetings requested by faculty take precedence over the clinical schedule. At times, students in the BSN to DNP pathway may need to adjust their clinical schedule in order to meet with faculty.

Use of Artificial Intelligence

The use of AI in courses in the DNP program may vary by instructor. Please review syllabus for policies regarding AI in each course.

Student Assignments

Students are responsible for downloading all assignments and feedback regarding those assignments for future reference. These should be stored safely and backed up in the event of failure of your device. Faculty are not able to retrieve assignments from previous courses.

Student Dress Code

Classroom Dress Guideline

The intent is for the student's classroom dress to be comfortable, while the type and fit of clothing reflect mindfulness and respect of community guest speakers, faculty and peers. The specific classroom dress code is at the discretion of the individual faculty in creating a professional environment. As described above, the classroom refers to both in-person and virtual learning environments. Appropriate choices in attire are required for both the in-person and virtual classroom.

General Clinical Requirements

The student ID badge is to have first and last names (no nicknames) identifying the student as an FHSU DNP Student. The lab coat is to be white, three-quarter length and have the FHSU DNP logo embroidered on the front. Students are expected to be well groomed and in neat, clean attire at all times. Clothes should fit properly so as to be professional and appropriate.

Visible body and tongue piercing jewelry is not acceptable in the clinical setting. Tattoos must be covered during clinical/lab activities. If there is a question concerning a visible tattoo, see course instructor for appropriate measures.

Clinical agency policies for cell phones must be followed in the clinical setting. While cell phones may be used for electronic applications pertinent to patient care, personal calls should not be made or received during the clinical day, except in the case of an emergency.

Simulation Center Dress Guideline

While in the Simulation Center in Stroup Hall, students will dress professionally as they would dress in the clinical setting. The dress will include the student ID badge and lab coat.

Clinical Clearance

The Clinical Site Coordinator checks CastleBranch weekly and notifies students and the DNP Coordinator 1 month and 2 weeks prior to expiration of any documents. On the Monday prior to any document becoming expired, the Clinical Site Coordinator will notify the DNP Coordinator and the student that the student is now expired and may not continue clinicals. The Clinical Site Coordinator will check CastleBranch weekly on Mondays. Expired students will be pulled from clinical from Monday-Monday. In the event that the clinical Site Coordinator will be gone on a Monday she will notify the DNP Coordinator.

Clinical Lunch Breaks (BSN to DNP students)

Students are encouraged to take *at least* a 30 minute lunch break per 8 hour shift at clinical. Students are not allowed to see patients without the preceptor present; therefore, students should follow their preceptor's lunch schedule. At the beginning of each rotation with a preceptor, the student will submit documentation of the preceptor's typical clinical days and times they see patients. This will be used to compare to student clinical logs and verified during site visits. **Discrepancies will be addressed as Academic Dishonesty.** Lunch breaks do not constitute clinical time and cannot be included in the clinical log. Students may not work more than 12 hours in one day. All clinical times (including lunch breaks) are required to be logged correctly in eValue.

PROGRAM EVALUATION

The DNP program will be rigorously evaluated on a yearly basis by the Nursing Department. The program will be evaluated based on the summative findings of a variety of measures, including:

- Preceptor evaluations (BSN to DNP)
- Faculty evaluations
- Evaluation of comprehensive examinations
- Project defense
- Graduation rate, employment and location
- Aggregate performance on national APRN certification examination
- Evaluation of employer and alumni survey
- Evaluation of student surveys
- Yearly advisory council recommendations

SECTION IV: Admission

Admission to the FHSU Department of Nursing DNP program will be highly competitive with only the most qualified students being admitted. Students who demonstrate the best academic and professional potential with a desire to serve the region will be most likely to receive admission.

UNIVERSITY GRADUATE SCHOOL REQUIREMENTS:

Complete an application to the Fort Hays State University Graduate School online at <http://www.fhsu.edu/academic/gradschl/admissions/index>. Submit all required documents to the FHSU Graduate School by the application deadline.

Students may take up to 6 credits of graduate nursing courses as a non-degree student prior to applying to the DNP program. Students need to be admitted to the Graduate School to begin taking courses. Completing graduate courses does not guarantee acceptance into the graduate nursing program.

DOCTORAL NURSING PROGRAM REQUIREMENTS:

Request the Doctor of Nursing Program application form by completing the Graduate School application. <https://fhsu.edu/academic/gradschl/admissions/index.html>

To be considered for admission, the student must:

1. Submit Graduate School application DNP track: BSN to DNP; or MSN to DNP.

The application priority deadline is annually on November 1st in order to start the desired program of study in the following summer term unless otherwise listed. Files that are incomplete will not be considered for admission.

2. Complete baccalaureate degree in nursing from a program accredited by a nationally recognized nursing accrediting authority (CCNE or NLNAC).
3. Have a minimum cumulative GPA of 3.0 (on a 4.0 scale) for the baccalaureate nursing degree.
4. Have a minimum cumulative GPA of 3.25 (on a 4.0 scale) for the MSN.
5. Have a current RN and APRN license in good standing to practice professional nursing in the United States for the MSN to DNP pathway.
6. Have a current RN license in good standing to practice professional nursing in the state of Kansas for the BSN to DNP pathway.
7. Demonstrate aptitude and attitude for advanced professional nursing studies via application materials. An informal interview may be required.

Notes:

BSN to DNP Students: Advanced Pathophysiology, Advanced Pharmacology, and Advanced Health Assessment must be taken within two years prior to clinical courses.

If an MSN to DNP applicant has taken graduate statistics, they will need to provide a record to the Nursing Department. Graduate statistics is required and offered at FHSU if the course is needed.

Students not accepted/admitted must reapply to the Graduate School to be considered again.

Students are required to find their own clinical placements as directed and approved by course instructors. FHSU can help coordinate clinical placement if needed.

Clinical Clearance Requirements: All students must complete clinical clearance requirements prior to participating in project and/or clinical courses. Those requirements are listed below. Clinical clearance may require the student to obtain additional vaccinations or titers in order to be cleared. There are additional costs associated with this process. All requirements must be complete prior to the end of the semester preceding the first clinical or project course and must be maintained throughout the remainder of the program.

a. **MSN to DNP:**

You will not be able to *begin DNP Project* (NURS 957) until you have completed these requirements. All requirements must be maintained throughout the remainder of the program.

- Background Check
- Drug Test
- Immunizations records (not TB or flu)
- Student Information Release Form
- Confidentiality Statement Form

- RN Licensure
- APRN Licensure
- APRN Board Certification
- Photo release form
- TB skin test (required annually)
- Influenza vaccination (required annually)
- CPR Certification (AHA BLS Healthcare Provider)
- Health Insurance

b. **BSN to DNP:**

You will not be able to *begin* DNP Preceptorship I (NURS 924) until you have completed these requirements. All requirements must be maintained throughout the remainder of the program.

- Background Check
- Drug Test
- Immunizations records (not Tb or Flu)
- Student Information Release Form
- Confidentiality Statement Form
- RN Licensure
- Photo release form
- Physical exam
- TB skin test (required annually)
- Influenza vaccine
- CPR Certification (AHA BLS Healthcare Provider)
- Health Insurance
- Name badge receipt
- Preceptor documents (information provided at orientation)
- Professional Liability Insurance

Students who are employed in the workforce during their schooling may work and utilize their skills only in the capacity of which they have been hired. Students may not perform skills at their workplace that are being taught as part of their program.

Information Subject to License Denial

Grounds for KSBN disciplinary action. 65-1120 Chapter 65.--PUBLIC HEALTH Article11.--REGULATION OF NURSING

(a) Grounds for disciplinary actions. The board may deny, revoke, limit or suspend any license, certificate of qualification or authorization to practice nursing as a registered professional nurse, as a licensed practical nurse, as an advanced registered nurse practitioner or as a registered nurse anesthetist that is issued by the board or applied for under this act or may publicly or privately censure a licensee or holder of a certificate of qualification or authorization, if the applicant, licensee or holder of a certificate of qualification or authorization is found after hearing:

- (1) To be guilty of fraud or deceit in practicing nursing or in procuring or attempting to procure a license to practice nursing;
- (2) to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient

rehabilitation to warrant the public trust, except that notwithstanding K.S.A. 74-120 no license, certificate of qualification or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, as an advanced registered nurse practitioner or registered nurse anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto;

(3) to have committed an act of professional incompetency as defined in subsection (e);

(4) to be unable to practice with skill and safety due to current abuse of drugs or alcohol;

(5) to be a person who has been adjudged in need of a guardian or conservator, or both, under the act for obtaining a guardian or conservator, or both, and who has not been restored to capacity under that act;

(6) to be guilty of unprofessional conduct as defined by rules and regulations of the board;

(7) to have willfully or repeatedly violated the provisions of the Kansas nurse practice act or any rules and regulations adopted pursuant to that act, including K.S.A. 65-1114 and 65-1122 and amendments thereto;

(8) to have a license to practice nursing as a registered nurse or as a practical nurse denied, revoked, limited or suspended, or to be publicly or privately censured, by a licensing authority of another state, agency of the United States government, territory of the United States or country or to have other disciplinary action taken against the applicant or licensee by a licensing authority of another state, agency of the United States government, territory of the United States or country. A certified copy of the record or order of public or private censure, denial, suspension, limitation, revocation or other disciplinary action of the licensing authority of another state, agency of the United States government, territory of the United States or country shall constitute prima facie evidence of such a fact for purposes of this paragraph (8); or

(9) to have assisted suicide in violation of K.S.A. 21-3406 and amendments thereto as established by any of the following:

(A) A copy of the record of criminal conviction or plea of guilty for a felony in violation of K.S.A. 21-3406 and amendments thereto.

(B) A copy of the record of a judgment of contempt of court for violating an injunction issued under K.S.A. 2002 Supp. 60-4404 and amendments thereto.

(C) A copy of the record of a judgment assessing damages under K.S.A. 2002 Supp. 60-4405 and amendments thereto.

TRANSFER REQUIREMENTS:

Graduate students may apply to transfer up to six graduate credits from other universities. The date of the transferred course starts the timeframe in which students must complete the program. The program must be completed in 8 years. Any course being requested for transfer credit must be submitted to the advisor by June 1st. Courses not submitted by June 1st will not be accepted. Course syllabi are required to be obtained by the student and delivered to the students' advisor in order to review and potentially approve the course for transfer by the Graduate Nursing Committee.

Courses in Advanced Pathophysiology, Advanced Pharmacology, and Advanced Physical Assessment must be taken at FHSU. Courses submitted for transfer credit will be reviewed by the DNP Committee. Students will be notified of the committee's

findings by their academic advisor. The date of the transferred course starts the timeframe in which students must complete the program.

Graduate transfer credit requests must be earned at a regionally accredited institution with a B or better and approved by the Graduate Dean. Under no circumstances can a course be used on more than one program of study. Courses cannot be transferred onto the graduate program until an official transcript for the course(s) has been received by the Graduate School. Only graduate courses used on a degree program will be added to the FHSU transcript; the degree courses are transferred once the graduate student has enrolled in courses at FHSU. No course may be transferred for which validation will be required because of time limits or in which the course has been used for a previous degree.

ADVISING:

1. Students will be assigned a graduate nursing advisor after admission to the nursing program. Students should contact their advisor prior to enrollment to schedule the necessary appointments to guide their progress through the curriculum. Advisors are assigned to cohorts so a change in the plan of study may result in a change of advisor.
2. It is the responsibility of the student to become familiar with the requirements for the degree.
3. Full time study in FHSU graduate programs is 9 credit hours. The department of nursing considers a student to be full time if they are on the assigned Plan of Study.
4. Students are encouraged to discuss their Plan of Study (POS) with their major advisor. However, students enter the program in a cohort beginning in the summer and will adhere to the set course schedule with no variation to the POS. A Plan of Study will be submitted, by your major advisor, to the Graduate School at the completion of nine hours of graduate credit (see Graduate School website). A candidacy form will also be submitted to the Graduate School prior to the student's anticipated graduate semester.

ADMISSION INFORMATION FOR INTERNATIONAL STUDENTS:

Prior to Coming to the United States: International Checklist

<https://fhsu.edu/academic/gradschl/admissions/international-checklist-3-7-19>

Complete an application form and other required documents as stated in the international applicant's checklist.

Additional requirements for Nursing:

1. Complete the requirements set by the Commission of Graduate Foreign Nursing Schools (CGFNS)

Contact CGFNS for an application packet at (215)222-8454 or go to <http://www.cgfns.org>. Take the CGFNS qualifying exam and the TOEFL exam (test of English as a foreign language). Applicants must meet all of the requirements specified by CGFNS and any deficiencies noted by CGFNS must be met.

2. If English is not the native language of the country of origin, take the speaking portion of the TOEFL iBT.
3. If not already licensed in Kansas, contact the Kansas State Board of Nursing for requirements for licensure (“Instructions for Professional Nurses Educated in Countries Other than the United States”) from Executive Administrator, Landon State Office Building, 900 S.W. Jackson, Rm. 1051, Topeka, Kansas 66612-1230, USA; telephone 785- 296-4929; or access the web site at <http://www.ksbn.org>
4. Apply for Registered Nurse (RN) licensure examination (NCLEX-RN) that will be administered by computer application in the United States or selected countries.

SECTION V–Progression

Program progression is based on successful completion of courses as defined within each individual course syllabus.

Some courses require a minimum testing average for successful completion. Students failing to pass a course with the required exam average will be unable to progress in clinical and didactic classes related to that content. Students not successfully obtaining the required exam average will automatically receive a grade of a D, unless their overall course grade is less than a D. In this case, the student would receive a U. **Please refer to each syllabus for specific course requirements.**

PROGRESSION THROUGH THE CURRICULUM

1. The following criteria must be met in order to progress through and complete the doctoral program. Extenuating circumstances may justify exceptions to these criteria.
2. Students are admitted into the DNP program in cohorts and progress through the DNP program as a cohort.
3. Students must maintain continuous enrollment in the DNP program based upon their program of study, approved by the advisor, Department Chairperson, and Graduate Dean.
4. If a student fails a course or withdraws from a course for any reason, he/she may be dismissed from the DNP program. The decision to dismiss a student is based upon consultation between the students’ advisor, the Graduate Committee, the Chairperson, and the Graduate Dean. The declaration of student dismissal, if applicable, will be made by the Graduate Dean. The student may appeal the dismissal decision. The student may also reapply for program admission and his/her application will be considered based upon factors including seat availability. The student must attain at least a cumulative "B" average (3.0) each semester enrolled on all graduate courses taken toward the degree.
5. BSN to DNP Course grades:
 - a. Grades of "C" will be accepted for 6 credit hours. The BSN to DNP Plan of Study is 75 hours.

1. This includes any courses taken as a non-degree student or any core undergraduate courses in English or Math taken within two years of admission to the program.
 - b. A course grade of D or U in any graduate course is not acceptable.
 - c. Students receiving a grade of a C must meet with their advisor within 30 days of the grade being given and create a plan of improvement.
6. MSN to DNP Course grades:
- a. Grades of "C" will be accepted for 3 credit hours. The MSN to DNP Plan of Study is 30 hours.
 1. This includes any courses taken as a non-degree student or any core undergraduate courses in English or Math taken within two years of admission to the program.
 - b. A course grade of D or U in any graduate course is not acceptable.
 - c. Students receiving a grade of a C must meet with their advisor within 30 days of the grade being given and create a plan of improvement.
7. A student may be recommended to the Graduate Dean for dismissal from the program if they:
- a. received a grade of a D or a U *or*
 - b. has received more than six (6) hours of coursework with a grade of a C in the BSN to DNP pathway or three (3) hours of coursework with a grade of a C in the MSN to DNP pathway *or*
 - c. failed to maintain a cumulative GPA of a 3.0.
8. Students will enter both the BSN to DNP pathway and MSN to DNP pathway in a cohort starting in the summer. Students who are unable to continue with their prospective plan of study either due to personal circumstance or failure of a course with a D or U, may notify the DNP Committee in the Department of Nursing in writing that they are requesting an alternate plan of study. The DNP Committee will review the request based on space availability and notify the student if an alternate plan is available. In the case where an alternate plan is not available or the student did not perform satisfactorily, the student will need to re-apply to the DNP program when they are ready to return to school. If students need to take a stay in their program, they will need to request a Leave of Absence per that policy.
9. Students must work to secure clinical and project sites in a timely fashion.
- BSN to DNP students:** All documentation for fall clinicals must be completed and approved by May 1st of the prior semester, and all documentation for spring clinicals must be completed and approved by October 1st of the prior semester. Anyone who does not have all clinical documentation complete by these due dates will not be allowed to enroll in future courses.
- All students:** A project site contract must be initiated by October 15th when enrolled in Evidence-Based Practice. If the contract is not approved by November 15th of that semester, a contract for a second project site must be initiated. If neither contract is approved by December 15th, the student may not

be allowed to continue in DNP Project I.

Any IRB application not complete by May 5 will require the student to enroll in and take the NURS 888 IRB Completion course.

Any student beginning their project prior to the beginning of the DNP Project II course will be required to enroll in the NURS 888 Project Supplementation course.

Clinical Clearance: All CastleBranch requirements must be complete by July 1st prior to the fall semester and December 1st prior to the Spring semester.

10. The student must maintain the standards of academic and professional integrity expected in the DNP program. Unprofessional behavior demonstrated by a FHSU graduate student will necessitate action by the nursing faculty. These behaviors include, but are not limited to falsification of practicum hours; inappropriate use of social media; violations of HIPAA; inappropriate communication with patient, peers, faculty, staff; inattention to patient safety needs; incorrect documentation of treatment prescriptions; the suggestion of impairment; unkempt personal appearance; etc.
11. If a student has not progressed as contracted and a curricular change occurs in the interim, the student will be required to complete all requirements of the new curriculum.
12. All graduate courses for a Doctoral degree program must be completed within eight years. The time begins with the beginning of the semester or summer term that the first course is taken in the degree program or the date of a transferred course.
13. **Leave of Absence from Nursing Program:**

A Leave of Absence (LOA) is one option for students who are facing temporary circumstances that are impacting their success in the program. A Leave of Absence is limited to one year.

If a student needs to request a Leave of Absence (LOA), the student should discuss the need with their advisor. After discussion, the student must email their advisor with a formal request to “stop out.” This email should include a general reason for the request and plans to continue in the program in the future. To be considered for a LOA, students must be in good standing and currently passing all courses.

Readmission following a LOA requires an email requesting readmission the semester prior to returning. Students must consider that returning to the program is dependent upon space being available as class size is limited.

Students withdrawing from the nursing program must submit a letter of withdrawal to their advisor. Students who withdraw are not allowed to re-enter the program without a new application for admission.

GRADUATE SCHOOL ADMISSION TO CANDIDACY:

Admission to candidacy is an important step in the completion of a degree program. The student must be recommended for candidacy by the advisor and the Department Chair. The student is admitted to candidacy by the Graduate Dean. To be admitted to candidacy, the student must have:

1. Removed all deficiencies for admission to graduate study.
2. Filed an approved program for the Doctoral degree.
3. Complete a minimum of nine hours of graduate credit towards the degree program.
4. Earned a cumulative GPA of 3.0 in all graduate courses toward the degree.
5. Removed all incompletes in the core nursing courses.

The student must be admitted to candidacy before being eligible to sign up for (or take) the comprehensive examination or to file an Application for Program Completion.

READMISSION POLICY

See Admission & Progression Policy

COMPREHENSIVE EXAMINATIONS FOR BSN to DNP STUDENTS

Each applicant for a graduate degree must satisfactorily pass a comprehensive examination over the courses of the program. The comprehensive examination is a test of the graduate degree candidate's ability to integrate materials from the graduate major and any related or supporting fields.

Comprehensive examinations are scheduled yearly. If a retest is required, it must be completed within two months. A student will be required to repeat the nursing course corresponding to the failed content should there be a failure of the second writing.

BSN to DNP: The comprehensive examinations are taken in a proctored environment either virtually or on campus at Fort Hays State University (at the DON's discretion). The necessary documentation required for the examination will be sent via email to students indicating their desire to take the exam during the current semester. The APEA predictor exam will be used as the comprehensive exam. A grade of 70% or above is required in order to complete the DNP program.

Note:

MSN to DNP: A classroom assignment is used in lieu of an exam for this requirement. The necessary documentation will be sent via email to students indicating their desire to complete the requirement during the appropriate semester. The student must complete the form indicating their desire to complete this requirement.

Fort Hays State University Department of Nursing
Graduate Nursing Program 785- 628-4327
BSN to DNP Students

Information Packet: Graduate Nursing Comprehensive Examination

Date of Exam: as announced in the course syllabus.

A. Requirements to complete before taking the Comprehensive Examination:

Students must have a current WorkDay account.

Must be admitted to candidacy and all conditions met before sitting for the exam. Contact academic advisor to make sure these requirements are completed.

Complete the Application for Program Completion form in WorkDay.

B. Preparation for the proctored comprehensive examination:

Students are given practice Q-banks and pre-predictor exams throughout the program to prepare for the comprehensive exam. Students should view all feedback from these resources to develop a study plan.

Exams will be conducted in a proctored environment. Faculty may require the exam to be taken on campus or virtually. If the exam is conducted virtually, students will be required to have a second device for virtual proctoring.

C. The day of the Examination:

Check in at Fort Hays State University campus or via Zoom at least 15 minutes prior to the scheduled time to begin the examination.

NO Electronic Devices are allowed in the exam area unless the exam is being conducted virtually; in that case, only one other device that is being used for proctoring may be present. No reference materials of any kind will be allowed. This includes paper materials such as a medical dictionary and electronic forms such as internet resources. Bags, coats, and loose clothing will be kept in a secure site during testing.

Each student should schedule four (4) hours to take the examination.

SECTION VI –Additional Information

GRIEVANCE AND APPEAL PROCESS:

The grievance and appeal process follows the guidelines in the University Catalog. A student may appeal in the following order: the Instructor, Department Chairperson, Dean of the Graduate School, Provost, and the President. The student is assured of due process and right of appeal as established by the University-level appeals procedures.

POLICY ON ACADEMIC HONESTY:

The Department of Nursing adheres to the Academic Honesty policy of the University as found here: [Academic Honesty](#)

Students who compromise the integrity of the academic process are subject to disciplinary action at the discretion of the instructor which could result in a failing grade for the course. This behavior could result in immediate dismissal from the program as evaluated by the Graduate Committee and the Chairperson of the Department.

POLICY ON UNPROFESSIONAL BEHAVIOR:

Any student displaying unprofessional behavior may be dismissed from the program. Any student found to be under the influence of habit-forming drugs and/or alcohol during course activity may be subject to immediate dismissal from the nursing program. See Appendix A for the Behavior Point Referral Policy.

CRIMINAL BACKGROUND CHECK

On January 1, 2004, the Joint Commission on Accreditation of Healthcare organizations (JCAHO) instituted new regulations that must be followed in order for hospitals, home health agencies, clinics, etc., to gain or maintain accreditation status. One of these new regulations requires all persons who are involved in- patient care activities, i.e., employees, volunteers and students must have criminal background checks as well as other healthcare related checks. In order for you to be placed in a clinical site you must complete a background check.

Students will pay all fees for such searches unless the clinical agencies provide this service for students. If the student does not comply, it will be grounds for immediate dismissal. If the agency denies a student access for clinical experience, the student will contact his/her instructor and the Chairperson.

RESOURCES:

Fort Hays State University is strongly committed to providing an environment where learning flourishes. To maintain that commitment, FHSU continues to offer outstanding student, administrative, and academic support in a technologically rich environment.

Forsyth Library (<https://www.fhsu.edu/library/>)

Forsyth Library is the information/research center for the university. The library provides access to information through books, periodicals, government documents, computer literature searches and public internet connections. Library faculty and staff offer a full range of references, interlibrary loan, circulation/reserve, government documents and special collection services. The online catalog is accessible on and off campus. Forsyth Library has developed systematic procedures for assessing needs and evaluating results.

FHSU Writing Center (<https://fhsu.edu/writingcenter/>)

The FHSU Writing Center is an excellent place to get live feedback and help on any kind of writing at any stage of the process. The Writing Center features trained writing consultants who can help you with all aspects of your writing assignments. The Writing Center is open 9:00am-7:30 pm Monday-Thursday and 9:00am-2:00pm Friday. It's FREE.

FHSU Health & Wellness Services (formerly Kelly Center)**(<https://www.fhsu.edu/health-and-wellness/>)**

FHSU Health and Wellness Services is committed to helping Fort Hays State University students, faculty, and staff be successful in their personal development. The center provides personal counseling services for guiding personal growth, academic success programs for enhancing academic skills, and career counseling services to assist students and alumni with career assistance. The mission of Academic Success Programs (ASP) is to provide the encouragement, tutoring, supplemental instruction, skills, and strategies necessary for students to become effective learners in their course work, in their careers, and in their personal life.

Student Accessibility Services (<https://www.fhsu.edu/health-and-wellness/accessibility/>)

The Student Accessibility Services office is dedicated to ensuring equal access to the educational opportunities at Fort Hays State University for persons with disabilities. The office strives to empower persons with disabilities and to increase the persistence of students with disabilities. The office also strives to increase sensitivity on the FHSU campus about the issues affecting persons with disabilities.

Tiger Tech (<https://www.fhsu.edu/tigertech/>)

TigerTech services provides a campus-wide system for faculty, staff and students. It maintains the campus backbone and infrastructure for all campus communication services. Services include the installation and maintenance of numerous administrative systems across campus, telecommunication support, and micro- computing support. The TigerTech HelpDesk (785-628-5276) provides computing-related services and support for students and faculty.

International Student Services (<https://www.fhsu.edu/international/>)

The Office of International Student Services provides information, support, and programming for all international students at Fort Hays State University. The office provides a detailed orientation for all incoming international students.

Topics include immigration, maintaining status, services provided, culture shock, medical needs, academics, and programming and events offered by the university. The office also provides income tax assistance. Programs and services coordinated through the Office of International Student Services include International Student Union, Conversation Partners, Friendship Family Program, Speakers Bureau Program, International Fair and International Education Week, and Tiger Transport. This web [link](#) provides quick reference to embassies and consulates, immigration, immigration lawyers, currency conversions, and other support mechanisms to better serve international students.

SECTION VII–Preceptor Information

DEPARTMENT OF NURSING BSN- DNP PATHWAY

PRECEPTOR ROLE DESCRIPTION

A preceptor serves the Department of Nursing as a clinical facilitator for DNP students. A preceptorship appointment has no remuneration from the Department of Nursing.

QUALIFICATIONS:

1. A current APRN, MD, or DO. National board certification is required in family practice or in the specialty in which the student is conducting clinical hours.
2. Evidence of clinical competency in relevant area of practice and a demonstrated ability or potential for teaching and clinical instruction as documented in resume.
3. All preceptors will provide the Department of Nursing with documentation of credentials including national certification, licensure, and resume.
4. All preceptors must be in clinical practice for 1 year prior to taking students.

PRECEPTOR RESPONSIBILITIES:

Each preceptor and the faculty members work collaboratively in the education and evaluation of the student. The faculty member retains the primary responsibility for the education and evaluation of the student. The preceptor is expected to contribute to the attainment of selected objectives of the Department of Nursing by:

1. Serving as a clinical facilitator for students in their educational experience, by maintaining an education milieu conducive to teaching and learning and supporting the DNP clinical preceptorship course objectives.
2. Complying with current laws, regulations, and standards of education and/or clinical practice, by promoting high standards of health care. All preceptors will be reviewed. Any preceptors with clinical or ethical concerns will not be accepted.
3. Providing clinical time for clinical discussions directed toward course and student goals. Evaluating the student's performance with written and verbal evaluations and communicating with the instructor. Preceptors will need to provide an email to the instructor of record for communication per the Preceptor Agreement form. Instructors will contact the preceptors twice during the semester by phone or email and/or make a site visit once in person.
4. Collaborating with the instructor, the preceptor will communicate feedback on the student's clinical progress. The faculty along with feedback from the Preceptor will assign the student a final grade.
5. Ensuring only one student is scheduled at any given time and supervising the student in the facility or facilities utilized for the education experience.
6. The student may perform clinic visits and nursing home rounds including writing progress notes, dictating histories and physicals, and discharge summaries as long as the Preceptor is agreeable and the histories, physicals, progress notes and

discharge summaries are cosigned by the Preceptor (on Preceptor's patients only).

7. The Preceptor must be present in the building while the student is performing all clinical experiences. Students may only perform advanced techniques for which they have received training.
8. Recognizing when the clinical preceptorship experience is not meeting the student's need on course objectives and notifying the assigned faculty. This would include notifying the faculty of student clinical weaknesses that will require remedial instruction. The preceptor will notify the faculty if they are unable to fulfill the preceptorship commitment to the student.

FACULTY RESPONSIBILITIES:

1. The assigned instructor for the preceptorship course will provide information regarding the student's clinical goals and responsibilities.
2. The faculty have the responsibility to withdraw a student if the student's work, conduct or health is harmful to the clients of the facility or at the preceptor's request.
3. The faculty will maintain student records and grade student's performance.
4. Instructors will contact the preceptors during the semester by phone or email and make a site visit once in person.

STUDENT RESPONSIBILITIES:

1. Obtain approval for clinical dates and times from the preceptor and instructor prior to beginning the preceptorship.
2. Maintain an accurate Planned Time Log in Blackboard.
3. Notify faculty and Preceptor of all absences.
4. Maintain a professional demeanor and attire for clinical experiences.
5. Maintain a professional demeanor when interacting with clients, staff, faculty and preceptors.
6. Maintain professional liability insurance at no cost to the preceptor.
7. Maintain Preceptorship Portfolio (see format).
8. Maintain daily clinical logs.
9. Follow up with preceptor to ensure the Preceptor Evaluation of Student is completed.
10. Complete the preceptor, site, and self-evaluations at the end of each preceptorship.
11. When functioning in the student role, all decisions must be made collaboratively with the preceptor and the final clinical decision is the preceptor's responsibility.

Clinical Site Worksheet

Student Name:

As you make plans for your clinical experiences, please keep the following rules in mind:

- All students must have completed 1 clinic rotation with a Nationally Certified Family Nurse Practitioner (FNP) to graduate.
- All providers must be Board Certified and have one year of experience.
- **No Sites or Preceptors can be Hospitalists or in the ER**
- Urgent Care and Pediatrics are each limited to 225 hours throughout the program.
- Students must have a **minimum of 2 clinical sites**; it is preferable to have at least 3 clinical sites.
- Students may work a **maximum of 300 hours with a single provider** throughout the program.

N924 DNP Preceptorship I (225 hours): Fall Year 3

Focus is primary care, acute problems; should be done in active family practice or urgent care

Preceptor name/specialty

Clinic Name

Hours

Alternative preceptor/site

N960DNP Preceptorship II (225 hours): Spring Year 3

Focus is specialty care; can be separated into more than one specialty or specialty + urgent care/family practice

Preceptor name/specialty

Clinic Name

Hours

Alternative preceptor/site

N934 DNP Preceptorship III (225 hours): Fall Year 4

Focus is on primary care, chronic problems; should be done in family practice or Internal Med

Preceptor name/specialty

Clinic Name

Hours

Alternative preceptor/site

N961 DNP Preceptorship IV (225 hours): Spring Year 4

Focus is on Rural Care; should be done in a community less than 10,000 people

Preceptor name/specialty

Clinic Name

Hours

Alternative preceptor/site

DEFINITIONS:

Clinical Agreement: A clinical agreement between a healthcare provider/agency and FHSU obtained after the student makes the initial contact with the provider/agency and it is approved by the lead course instructor. A clinical agreement must be in place before a student can begin any clinical experience involving direct care and all practicum experiences.

Full-time Graduate Student: Full time study in FHSU graduate programs is 9 credit hours. The department of nursing considers a student to be full time if they are on the assigned Plan of Study.

Graduate Assistant: Graduate student assigned to the Department of Nursing by the FHSU Graduate School to work (in a mentor-mentee relationship) with members of the graduate nursing faculty on teaching and/or research activities.

Graduate Teaching Assistant: Graduate student assigned to the Department of Nursing by the FHSU Graduate School to work (in a mentor-mentee relationship) with members of the nursing faculty to prepare for, monitor or assist with classes, and/or assist with research activities.

Preceptor: An individual who is at least a Master's prepared RN with advanced certification in an area which a student has an interest, or possesses an APRN, MD, or DO license, with a clear background check. The preceptor must show evidence of clinical competency in a relevant area of practice and demonstrate ability or potential for teaching and clinical instruction. The preceptor must accept the educational philosophy and curriculum of the university and Department of Nursing. Preceptors will provide a up to date resume to the Department of Nursing. The instructor of the course determines if an individual has adequate experience and education to be qualified to serve as a preceptor. The preceptor works closely with the student in a clinical setting. The preceptor provides the instructor feedback about the student's clinical performance, but the instructor determines the course grade.

Preceptorship: An experience for the graduate nursing student to apply knowledge in clinical situations. Goals for the student include but are not limited to relating theory and research to practice in the advanced role of a NP, refining history and physical exam skills and implementing the role of the practitioner by managing client care for best patient care outcomes.

Fort Hays State University Doctor of Nursing Practice Program

DOCTORAL STUDENT NURSE HANDBOOK

The Handbook provides students with a useful source of information concerning the organization, policies and procedures, curriculum, support services, and extracurricular activities of the Department of Nursing.

Appropriate additions to the Handbook will be made on a continuing basis in order to update the information.

TIGER PACT

I am a Tiger.

I belong to a strong unique family Who strives for greatness and success. I instill integrity and confidence within Others as well as myself. I incorporate Honesty and responsibility in all I do. I am the future.

By coming to Fort Hays State University, you become a Tiger. By upholding the Tiger Pact, you become a member of the Tiger Family.

The Tiger Pact is an honor code that incorporates the values that are important to the Fort Hays State University Tiger Family. The Tiger Pact was developed by students to share our story and experience as a member of the FHSU family. It not only defines who we are as a member of FHSU, but also who we strive to be by every action. By forming our own honor code, we became Forward Thinking, and by striving to uphold the Tiger Pact, we become World Ready. We embrace our experience here, with our Tiger Family, because it allows us to go out and influence others. I am the future. I am a Tiger. I belong to a Family.

While the University values personal freedom, celebration, and recreation, the policies and regulations that apply to student conduct at FHSU are also informed by principles that value the health, safety, and well-being of students and other members of the University community, as well as their academic and personal success. FHSU's goal in establishing policies and holding students accountable for complying with them is to help students understand how their choices can affect not only their immediate neighbors, but also the University community as a whole. Students and student organizations are expected to comply with all University policies, which are derived from tradition and evolve with contemporary practice. Ignorance of a policy is not a valid excuse for violating it. Grounds for corrective action cannot always be the subject of precise statement; however, when commonly held standards of conduct are broken, students must be held accountable if the University community is to be sustained.

Any student displaying unprofessional behavior may be dismissed from the program. Any student found to be under the influence of habit-forming drugs and/or alcohol during course activity may be subject to immediate dismissal from the nursing program. See Appendix A for the Behavior Point Referral Policy.

APPENDIX A
FHSU NURSING DEPARTMENT
PROFESSIONAL DISPOSITION REFERRAL SYSTEM
IN RELATION TO CLASS/PRACTICUM COURSES

Policy:

- All violations are reported to the Department Chair. The Department Chair meets with the student regarding the violation.
- Violations are documented on plan of improvement form. Copy to student, advisor, & file.
- Levels may change depending on severity of violation. (HIPAA, misconduct, unsafe practice, academic dishonesty)
- Points accumulated throughout program. Multiple offenses may result in dismissal recommendation.

LEVEL I	LEVEL II	LEVEL III	LEVEL IV	
2 Points	4 Points	6 Points	10 Points	
Dress Code Violation	Conflict with Students and/or Staff	Threats / Verbal Abuse	Non-Compliance with FHSU Laws	Misuse of University Documents
Practicum Preparedness Violation	Class Disturbance	Tobacco Possession and/or use in practicum/class	Vandalism/Damage of Property	Fraud
Profanity / Vulgarity	Practicum Attendance Violation	Academic Dishonesty	Unauthorized use of Firearms and Other Deadly Weapons	Unauthorized Use of FHSU Facilities and/or Keys
Electronic Device Violation	Forging Documents (plagiarism, fabrication)	Inappropriate Technology Use (cheat sites, social media, confidentiality, etc.)	Unauthorized Use of Flammable Materials and Fireworks/ Arson	Non-Consensual Interaction with Students, Staff, Clients/Families
Preceptor concern with student	Inappropriate Drawings, Words or Gestures.	Instructor Referral for Excessive Absences	Client Abuse (verbal and/or physical)	Misuse of FHSU and/or Field-Experience Computer Equipment
	Invasion of Personal Space	Lying and/or misrepresentation of facts	Tampering with Fire Alarms and Equipment	Alcohol/Drug Violation
	Practicum Clearance Violation	HIPAA Violation	Theft or Misappropriation of equipment	Fighting or Overtly Aggressive Behavior
		Misconduct during practicum *	Disorderly Conduct involving Security during school activities	
		Confidentiality		
	Failure to report unethical behavior.	Conduct Unbecoming of a Professional Nurse according to the ANA Code of Ethics.		
	Repetitive Level I Referrals	Repetitive Level 1 & 2 Referrals	Dismissal Recommendation to Student Affairs	