WILLIAM CAREY UNIVERSITY
College of Health Sciences

Joseph and Nancy Fail School of Nursing
GRADUATE STUDENT HANDBOOK

2021-2023

Approved by the Board of Trustees on 4/23/2020

INTRODUCTION

This handbook is prepared as a resource for students enrolled in the Doctor of Philosophy in Nursing Education and Administration (PhD), Doctor of Philosophy in Nursing Education (DNP-PhD) and Master of Science in Nursing (MSN) programs at William Carey University. It contains information regarding the policies and procedures that govern and guide graduate students and faculty. Policies and procedures are updated regularly and are approved by the William Carey University Board of Trustees. Any changes made are communicated to students through email, Canvas, announcements in class, or by other means deemed necessary by the faculty or administration of the College of Health Sciences or University. Students are also advised to consult the University Graduate Academic Catalog.

- This handbook does not constitute a contract between WCU and its students. The plans, policies, and procedures described in this handbook are subject to change by the School of Nursing and the University at any time.

- Failure to read this handbook and other sources of regulations governing college life at WCU does not excuse the student from the requirements and regulations described therein.

- This edition of the handbook does repeal and supersede all previous editions of the handbook.

- The policies and procedures in this handbook apply to all nursing graduate students unless otherwise indicated.

The College of Health Sciences Graduate Student Handbook is intended to address informational needs which are unique to the School of Nursing. In all other instances, the policies and procedures as outlined in *The Translation* and the *William Carey University Graduate Catalog* will be followed and will take precedence.

MISSION STATEMENT

As a Christian university which embraces its Baptist heritage and namesake, William Carey University provides quality educational programs, within a caring Christian academic community, which challenge the individual student to excel in scholarship, leadership, and service in a diverse global society.

VISION

William Carey University is a community of learners which seeks to blend faith and learning with living. Within this unique and challenging environment students prepare to fulfill their diverse callings in the larger global community.

ACADEMIC COURSE LOAD/ CURRICULUM DESCRIPTION

The Master of Science in Nursing (41 credit hours) degree is designed for registered nurses who are seeking advanced preparation and leadership roles. The nurse educator concentration prepares graduates to assume faculty roles in nursing education at the pre-licensure program levels or roles in staff development in healthcare settings. In the program, graduates participate in clinical experiences in selected settings and in teaching environments. Graduates begin preparation to become eligible for national specialty certification as a certified nurse educator (CNE). Students will be eligible to take the certification exam upon graduation and after meeting the eligibility criteria.

 The Doctor of Philosophy in Nursing Education and Administration (60 credit hours) degree is designed to be completed in two or three years. Students may attend on a part-time basis but the course of study must be completed within six years of initial enrollment. The program is presented in a hybrid (web-enhanced) format. Students meet face-to-face two times per term and the rest of the content and student activities are conducted via Canvas (on-line learning management system).

Each student must complete a dissertation. There will be a written comprehensive examination during the last year to determine mastery of the Ph.D. content. The curriculum schema was developed so that courses proceed from simple-to-complex with students beginning with foundational courses that present basic concepts, principles, and theory overviews. Subsequent courses will be progressively more complex and require the student to analyze, expand upon, synthesize, and utilize the basic content.

The Doctor of Philosophy in Nursing Education (61 credit hours with 21 hours of applicable transfer credit) degree is designed to be completed in two years. Students may attend on a part-time basis but the course of study must be completed within six years of initial enrollment. The program is presented in a hybrid (web-enhanced) format. Students meet face-to-face two times per term and the rest of the content and student activities are conducted via Canvas (on-line learning management system).

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The College of Health Sciences, in collaboration with Student Financial Services, defines full-time study as 6 credit hours for students enrolled in cohort-based graduate programs.

ACADEMIC STANDING

MSN

A cumulative 3.0 GPA on graduate courses taken at William Carey University is required for graduation. A student whose GPA drops below a 3.0 is placed on academic probation. Students are allowed to improve their GPA by retaking courses at William Carey University; however, only one grade replacement is allowed. Grades from other retakes will be averaged with grades from other courses. Students on probation may not improve their GPA by taking courses at other institutions. Students on academic probation must raise their GPA to a 3.0 by the end of the next trimester of enrollment or the student will be dismissed from the program and cannot continue in the program. Only two grades lower than a "B" are allowed. A grade of F must be repeated for a grade of C or higher. Upon receiving a second grade lower than "B", the student is advised to repeat one of the first two grades before continuing in the program. **Students making a third grade lower than "B" are dismissed from the program. After three or more years from dismissal, an appeal to reapply (in writing) may be presented to the Nursing Leadership Team explaining why the student will have greater chances of success if readmitted.**

PhD in Nursing Education and Administration; PhD in Nursing Education

Successful completion of all degree requirements with a GPA of 3.0 is required for graduation. All courses must be completed with no grade below a B. The student is allowed to repeat only one course to improve the grade to a B. More grade details are in the Graduate Catalog under Academic Regulations and Academic Standing. Any student who makes an "F "in a Ph.D. course will be dismissed from the program and be ineligible to readmit. All courses must be completed with no grade below a B. The student is allowed to repeat two courses with a C to improve the grade to a B.

All appeals to the policy relative to academic standing are made through the appropriate dean and, as necessary, to the graduate appeals subcommittee of the graduate committee.

ACADEMIC INTEGRITY

William Carey University (WCU) seeks to create an environment that encourages continued growth of moral and ethical values which include personal honesty and mutual trust.

The University places the highest value on academic integrity and regards any act of academic dishonesty as a serious offense. Academic dishonesty is considered unethical and in violation of William Carey University's academic standards and Christian commitment.

A full explanation of the procedures for responding to instances of academic dishonesty is contained in the university's *Policies and Procedures Manual* and in the student handbook, *The Translation.*

Plagiarism- plagiarism is using someone else's thoughts or words as one's own. Plagiarism is an act of academic dishonesty and will not be tolerated. It can result in failure of a project, failure of a course, or dismissal from WCU. It is HIGHLY recommended that the student view the online presentation on plagiarism at the WCU library website. Faculty submit all assignments to Turnitin.com as a plagiarism detector tool. Students of the School of Nursing must also generate a Grammarly account to be used for all writing assignments. Grammarly is an automated grammar checker and plagiarism detector. There are no additional fees associated with the Grammarly account.

The College of Health Sciences considers each course assignment to be essential to achieving the graduate outcomes of the PhD and MSN programs; therefore, the student should turn in original work for each course. Although thoughts and excerpts from previous, similar assignments are permissible, they should be synthesized, integrated, and referenced in subsequent assignments and may only represent a small portion of the completed assignment. **No student may turn in an assignment from one course in the program in its entirety to meet the requirements of a different course (self-plagiarism).**

<center>**ADMISSIONS CRITERIA**</center>

<u>MSN</u>

The College of Health Sciences admits students without regard to age, sex, race, disability, national origin, or religion.To begin the admission process, students must submit an application and all required forms and transcripts to the Graduate Admissions Office. Once all application materials are received, the program administrator will review the file. If the student meets criteria for admission to the MSN program, a letter of acceptance will be sent to the student.

If the student applying to the MSN program is denied admission, a letter explaining the deficiencies will be provided to the student. Admission decisions may be appealed to the Associate Dean of Graduate Programs for the School of Nursing.

- The criteria for admission to the Joseph and Nancy Fail School of Nursing, College of Health Sciences MSN Program include the criteria for admission to the graduate school. These are a) official college/university transcripts from all colleges/universities attended, b) two nursing recommendations, c) an application, and d) payment of the application fee e) hold a baccalaureate degree from a nationally accredited school of nursing, f) hold an active unencumbered RN license with no legal or state board pending action, g) submit a 1-2 page statement of professional goals, h) have an overall undergraduate GPA of 3.0 or a GPA of 2.5 on the last 30 undergraduate hours, i) current resume, and, j) **have a clear criminal background check.**

<u>PhD in Nursing Education and Administration; PhD in Nursing Education</u>

The College of Health Sciences admits students without regard to age, sex, race, disability, national origin, or religion. To begin the admission process, students must submit an application and all required forms and transcripts to the Graduate Admissions Office. Once all application materials are received, the program administrator will review the file. If the student meets criteria for admission to the PhD program, a letter of acceptance will be sent to the student.

If the student applying to the PhD program is denied admission, a letter explaining the deficiencies will be provided to the student. Admission decisions may be appealed to the Associate Dean of Graduate Programs for the School of Nursing.

See Graduate Catalog for Admission and Progression Criteria

PhD in Nursing Education and Administration:
- Submit a completed application to William Carey University and the graduate school.
- Pay the application fee.
- Submit official transcripts from all colleges and universities attended.
- Submit a scholarly narrative of 1-2 pages of personal philosophy of nursing education and goals.
- Submit current curriculum vita
- Submit three letters of references: two from individuals who can attest to research and scholarship and one personal reference.
- Submit the completed and notarized criminal background check affidavit.
- Have earned an M.S.N. from an accredited school of nursing
- Have earned a GPA of 3.0 or higher on M.S.N. courses.
- Have an active unencumbered Registered Nursing license with no pending legal or state board action.
- Be eligible to re-enter any previously attended college or university in good standing. If previously enrolled in a Ph.D. program, the applicant must provide a letter of good standing from that program.
- Demonstrate computer literacy involving proficiency in word processing, email correspondence, and the internet.

Admissions Requirements for the DNP to Ph.D. in Nursing Education Program

To be admitted as a regular student, the applicant will:

- Submit a completed application to William Carey University and the graduate school.
- Pay the application fee.
- Submit official transcripts from all colleges and universities attended.
- Submit a scholarly narrative of 1-2 pages of personal philosophy of nursing education and goals.
- Submit current curriculum vita.
- Submit three letters of references: two from individuals who can attest to research and scholarship and one personal reference.
- Submit the completed and notarized criminal background check affidavit
- Have earned an D.N.P. from an accredited school of nursing
- Have earned a GPA of 3.0 or higher on D.N.P. courses.
- Have an active unencumbered Registered Nurse license with no pending legal or state board action.
- Be eligible to re-enter any previously attended college or university in good standing. If previously enrolled in a Ph.D. program, the applicant must be in good standing with that program and must provide a letter of good standing from that program.

- Demonstrate computer literacy involving proficiency in word processing, email correspondence, and the internet.

ADMISSION STATUS

Those students who meet all requirements for admission to the MSN program and are actively pursuing the degree are admitted under **Regular Admission Status.** A student who appears to be eligible for admission but is unable to supply certain required records prior to registration may be allowed to register on an incomplete basis for one trimester (**Incomplete Admission.**) Students who do not provide all official documents required for admission by the end of the term will not be allowed to continue in the program. Permission for Incomplete Admission does not indicate official acceptance into William Carey University. No financial aid will be processed or paid for students who have not been officially accepted with Regular Admission Status. Non-degree status may be assigned to those students who meet the requirements for admission, but do not wish to become a candidate for a degree. No more than nine hours of credit earned in a non-degree status may apply toward degree.

ADVISEMENT

The general curriculum schema for each program is available on the website and/or from the program advisor. Prospective students should make an appointment (in person, by phone, or email) for initial advisement with the program advisor to map out a plan of study. A student wishing to change their registration or plan of study should contact the program coordinator or program director to discuss the decision prior to changing their schedule.

The advisement process is intended to guide the student through the curriculum in order to complete degree requirements. **The ultimate responsibility for completion of the degree requirements lies with the individual student. Changes to the original plan of study may delay completion and graduation from the program.**

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT

See complete details in *The Translation* Students with Disabilities/ Section 504.

See Graduate Catalog or current course syllabus.

Students with disabilities, who are protected by the Americans with Disabilities Act of 1990 and require special accommodations, should contact the following person on their respective campus:

The contact information:

    Hattiesburg campus: Michael Long, (601) 318-6211, Hattiesburg Campus, Lawrence Hall 124.

    Tradition campus: Dr. Alesia Haynes-McCook, 228-702-1783.

    Baton Rouge: Mr. James Foley, (225) 953-7020

    Online Campus: Michael Long, (601) 318-6211, Hattiesburg Campus, Lawrence Hall 124.

ATTENDANCE AND PREPARATION

As part of the preparation for the professional graduate role, the faculty expect students to adhere to the highest level of punctuality, attendance, and participation in all scheduled classroom and online activities. Absences may seriously affect the work of the whole class as well as that of the student who is absent. Students are required to participate in all face-to-face classroom meetings (when required) and all online activities, as outlined in course syllabi, to meet course contact hour requirements.

Students must meet WCU requirements for attendance for on-line/hybrid courses. For on-line courses, students must submit assignments by the deadlines delineated in the syllabus to meet attendance requirements. For hybrid classes, students must submit on-line assignments by deadlines indicated in the syllabus and attend face-to-face meetings. Students are responsible for their own transportation.

The SON graduate programs adhere to the following guidelines. In no circumstances will a student receive credit for a course if he/she has not met the WCU requirement of meeting at least 80% of the scheduled classroom and online time requirements. In the online learning environment, attendance is determined by participation in discussions, submitting assignments on time and entering the course on a regular basis. If no assignments are due in a week-long period, the student

must log into the course at least once a week to be counted as present and participating in the course.

1. Absenteeism- Class

    A. The student is expected to attend scheduled class 100% of the time.

    B. Absences due to illness, death in the immediate family, or extreme circumstances will be handled on an individual basis provided the instructor is notified of the need to be absent **PRIOR TO** class or assignment submission deadline.

    C. Faculty members have the right to request appropriate documentation regarding an absence. The program head has the right to intervene if there is a pattern of reported absences for any student.

2. Absenteeism- Scheduled In-Class Presentations or Projects

    A. The student is expected to make all presentations or projects on the assigned day.

    B. In extreme circumstances, such as illness or death in the immediate family, a student may be allowed to make up a project at a later time provided the instructor has been notified of the need to be absent prior to the absence and as indicated by the instructor in the syllabus. If the instructor is not notified prior to the absence, a grade of "0" will be assigned.

    C. Presentations/projects will be made up at a time and manner as assigned by the instructor.

3. Tardiness

    A. Punctuality for class is considered an integral component of professional behavior. Tardiness is also disruptive to other class members.

    B. Students are expected to be in their seats when class begins.

    C. Students exhibiting a pattern of tardiness will be referred to the program head, their advisor, or the program coordinator.

4. Leaving Class Early

    A. Students are expected to attend each class meeting in its entirety. Leaving class early is disruptive and may have an effect on subsequent classroom activities.

    B. Leaving class early may result in failure of the student to meet the course for the required contact hours and will be calculated as part of an absence.

    C. Students exhibiting a pattern of leaving class early will be reported to the program head.

5. Class Preparation

    A. Students are expected to be prepared for and participate appropriately in each class.

B. Students should show respect for classmates. This includes attendance for and participation in the presentations of others, and respectful in the exchange of ideas in the online environment.

C. Students should come to class prepared with papers and handouts printed (if required for the class period/assignment).

6. Written Assignments

A. All written assignments are to be typed and in APA format unless otherwise indicated by the instructor. Incorrect APA format and style, grammar, inaccurate spelling, and typos are unacceptable and may result in failure of the written assignment.

B. Written work submitted late will be assessed a penalty as determined by the individual instructor and as stated in the course syllabus.

7. Attendance/Punctuality for Practicum

A. Students are expected to attend the practicum as scheduled. Should the student need to miss an assigned day, the course instructor and preceptor must be notified as soon as possible prior to the absence.

B. The missed day must be made up in order to meet the contact hours requirements.

C. Punctuality for scheduled practicum experiences is expected as part of professional behavior.

BOOKSTORE

The WCU bookstore is operated by Barnes & Noble. Faculty select textbooks, which are made available to students in Hattiesburg through the bookstore, located in McMillan Hall. The bookstore also offers a variety of a) nursing reference resources, b) exam guides, c) textbooks, d) school supplies, e) snacks, f) gifts, and g) clothing. Tradition students may purchase textbooks by going to www.wmcarey.bncollege.com or by calling 601-318-6123. Store hours and the policy on book returns and buy-back of books are stipulated in *The Translation.*

CANVAS

The online platform used by WCU is Canvas. Canvas is the primary means by which students and faculty communicate for all courses in the graduate program. The course orientation materials and learning modules are housed on Canvas. Communication between students and faculty are predominantly through WCU email. Threaded discussions are used frequently as learning strategies and as part of course requirements. Course assignments are submitted via the "Assignment" drop

box function. Therefore, is extremely important that students create access to the Canvas portal as soon as possible.

To create a Canvas account, access the internet and go to www.wmcarey.edu. On the right-hand side of the page, along the top, click on Canvas in the red menu box. At the Login page click on the blue indigo portal link. On the WCU Account Setup page the following information is needed:

- Username (first initial followed by last name and student ID number…wcarey12340)
- SS Number, Birthdate
- New Password, Confirm New Password and then click on submit. (It takes 5 minutes for the new password to set.)

This username and password will be used by the student on all WCU accounts including WCU email, student Indigo Portal, and Canvas.

The student is expected to login to Canvas frequently during the week to check for communications from the instructor. If the student needs assistance, he/she should contact the IT help desk at http://help@wmcarey.edu and notify the course instructor.

CASTLEBRANCH

Students must use Castlebranch to document and maintain required compliance records such as licensure, criminal background check, and health requirements by the end of the first term in the program. All requirements in Castlebranch must be complete before any preceptorship hours can begin. Castlebranch fees and record updates are the student's responsibility.

CITI TRAINING

All students must complete the following CITI Training Modules: HIPAA, FERPA, Information Security, OSHA Personal Protective Equipment Training, and OSHA Bloodborne Pathogens**. The student is required to submit certificates of completion in Castlebranch.**

CLINICAL COURSEWORK

As registered nurses, the College of Health Sciences expects graduate students to independently identify appropriate clinical experiences. However, all clinical experiences must be approved by the faculty member teaching the course in which the clinical assignment is made prior to completion of

any clinical hours. Faculty are available for consultation regarding appropriate clinical sites and assist the student with clinical placement if necessary. WCU's School of Nursing dress code is to be honored while in clinical settings.

COMPLIANCE DOCUMENTS

Students must have all compliance documents submitted by the end of the first term. Students must submit their documents to their medical compliance management account (CastleBranch). For those taking any class with a clinical/practicum component, compliance documents must be uploaded to your medical compliance management account before beginning that course. Any delay in turning in this documentation will delay students starting clinical/practicum hours. **The student must maintain compliance throughout the program.**

All students enrolled in the program are required to complete the School of Nursing health requirements listed below by the end of the first term in the program. Failure to comply with all health requirements will result in the inability to attend the clinical portion of a course and failure of the course. All health requirements must remain current as long as the student is enrolled, and documentation must be submitted to Castlebranch.

- Measles, Mumps, & Rubella (MMR): Submit documentation of one of the following: 2 vaccinations or positive antibody titer.
- Varicella (Chicken Pox): Submit documentation of one of the following:2 vaccinations or positive antibody titer.
- Hepatitis B: Submit documentation of one of the following: 3 vaccinations or positive antibody titer (lab report required)
- TB (Tuberculosis): Submit documentation of one of the following: A negative two-step Mantoux tuberculin administered and read by a licensed medical/nursing person certified in the techniques of tuberculin testing (skin tests placed 7-19 days apart or 10-12 months apart) or a negative IGRA (blood test) from the last 12 months. Acceptable IRGA tests are QuantiFERON®-TB Gold In-Tube test (QFT-GIT) or T-SPOT® TB test (T-Spot)
- Tetanus, Diphtheria, and Pertussis (Tdap): Submit documentation of the Tdap vaccine from within the past 10 years. Tetanus vaccine is not acceptable to meet this requirement.

- Physical Examination: Submit the WCU SON History and Physical form signed by your health care provider and performed during the past 1 year. A status form must be submitted January 1 of each year.

- Influenza: Submit documentation of an annual flu vaccine administered between September 1st and November 1st.

- 10-Panel Urine Drug Screen: Submit documentation of a negative 10-panel urine drug test that has been performed within the past 12 months. No renewal is required, but a random drug screen may be required by the School of Nursing.

- Criminal History Record Check Letter: Submit your completed Criminal History Record Check Letter – must be within the past two years. Renewal will be set for 2 years. (*Required on admission for MSN students and before the end of the first term for PhD students*).

- Professional License: (on admission and at required renewal)
  Students must maintain an active, unencumbered Registered Nurse license throughout the program. Students must report any changes in the status of their licensure to the dean of nursing. Changes in licensure may halt progression in the program.

- CPR Certification:
  Submit a current American Heart Association BLS Healthcare Provider Certification card. The front and back of the card must be submitted at the same time and the "Holder's Signature" line on the back of the card must be signed.
  The renewal date will be set based on the expiration of your certification.

- Signed Acknowledgement of receipt of HIPAA Privacy Guideline

- Permission to Release Information Form

- Signed Handbook Form

- Signed Academic Integrity Policy Form

- Completed CITI Training

COMPUTER TECHNOLOGY REQUIREMENTS

Technology is an essential and integral aspect of web-enhanced (hybrid) courses. The student must have access to a computer and stable connection to the internet on a regular basis. A high-speed internet connection, is preferred. The student will need access to programs such as Word, PowerPoint, Excel, scanning documents to pdf, etc.. Students will also need access to audio through speakers and the capability to record video and/or audio for selected web-enhanced

assignments. Students submitting contracts or compliance documents online must scan and submit documents as a .pdf file. JPEG files will not be accepted. Students are also required to have web-cam capabilities. On-line testing may be monitored through a proctoring service. The student will be responsible for fees associated with online proctoring.

<u>Minimum hardware requirements:</u>

Computers for student use must meet the minimum requirements as established in Canvas. Basic computer specifications can be found in the Canvas Orientation in all Canvas courses or at https://community.canvaslms.com/docs/DOC-10721.

COMPREHENSIVE EXAMINATIONS FOR PHD STUDENTS

The purpose of comprehensive exams is for the student to demonstrate achievement of graduate outcomes and readiness to function in the roles related to doctoral-prepared nurses. Each student must indicate content mastery by successfully writing a comprehensive examination which consists of essay questions from the major content areas of coursework taken throughout the program. The answers to the essay questions must be thorough, concise, and directly answer all parts of the question. The narrative of answers must be grammatically correct, flow logically, and contain no spelling errors. Students should prepare for comprehensive examinations by reviewing course outcomes and all course content for 700 and 800 level courses. If the student received credit for transfer courses, the student is responsible for that course content. The student is responsible for maintaining all syllabi in preparation for comprehensive examinations.

To be eligible to sit for the comprehensive exam, the student must be in good standing with the University as well as the School of Nursing. The student must have earned an A or B on all doctoral level courses taken up to this point and be currently registered.

Each essay question will be assigned a grade of Pass or Fail. The blind grading process is used for evaluating the comprehensive exam. All questions assigned a failing grade are reviewed through by a minimum of two faculty members. Students must receive a Pass for each question in order to receive an overall Pass for the comprehensive exam. If a student fails one or more questions, the student will be required to remediate and retake a new question for content derived from the outcomes of the same course. If the student is unsuccessful on the second attempt at the comprehensive exam, the student will meet with the Dean of Nursing or her designee to develop a

remediation plan for the course in which the student was unsuccessful. Graduation will be deferred and a third and final attempt will be allowed the next time that comprehensive exams are offered. If the student is unsuccessful at the third attempt, the student will be dismissed from the program.

CONTRACTING CLINICAL PRACTICUM FOR STUDENTS

Designated MSN and PhD courses include a clinical component (see current *WCU Graduate Catalog, course descriptions,* for clinical courses). Students are expected to contract with a preceptor, who is employed with an approved facility with a current affiliation agreement, for the clinical experience and number of hours indicated in the course syllabus. Students will present the signed preceptor agreement to the assigned course faculty for approval, within the time frame designated by the instructor. Preceptor agreements must be scanned in a .pdf format. JPEG files will not be accepted.

Students who request to complete clinical hours at a facility that charges for students to participate will assume the full cost of participation in clinical hours at the chosen site. Payment of this fee does not eliminate the requirement of faculty approval of the preceptor and/or chosen facility.

Failure to meet requirements, including failure to gain faculty approval of the preceptor experience, may result in failure of the course.

CRIMINAL BACKGROUND CHECK

All students enrolled in nursing must have clearance of criminal background checks (on admission for the MSN program and by the end of the first term in the PhD program). This is a mandatory requirement pursuant to Section 43-11-13 of the Mississippi Code of 1972 as amended, Mississippi State Department of Health, Division of Licensure and Certification in accordance with R.S. 37:921, or the state in which the student resides or practices. The criminal background check must be fingerprinted and completed through the Mississippi Department of Health including a notarized letter of clearance (MSN or PhD) or through the WCU Castlebranch criminal background check packages through fingerprinting (PhD only). The criminal background check expires two years after the date of fingerprinting. The criminal background check must remain current throughout the program. All costs associated with the criminal background check are the responsibility of the student. Documentation of the criminal background check must be submitted to Castlebranch.

Below is the list of disqualifying offenses which would prevent students from performing patient care in the clinical facilities. These offenses are those listed in Article 43-11-13 of the Mississippi Code of 1972:

> Felony conviction, guilty plea, or plea of no contest to a felony, for any of the following:
> Possession or sale of drugs.
> Murder
> Manslaughter
> Armed Robbery
> Rape
> Sexual Battery
> Sex Offenses Listed in Section 45-33-23(f)
> Child Abuse
> Arson
> Grand Larceny
> Burglary
> Gratification of Lust
> Aggravated Assault
> Felonious Abuse and/or Battery of a Vulnerable Adult

After initial enrollment, any subsequent disciplinary action, arrest, charge, addiction, or impairment shall also be reported immediately to the dean of nursing. Failure to report any and all subsequent disciplinary actions, arrests, or impairment will constitute falsification of records and may result in loss of licensure as a registered nurse and may halt progression in the program. Any violations may halt progression in the program.

All costs associated with criminal background checks are the responsibility of the student.

DEGREE APPLICATION AND GRADUATION

Participation in the graduation ceremony is required. Degrees are not conferred in absentia except with permission by the Office of Academic Affairs. Students must submit a written request for permission.

Graduation application for degree and graduation fee is paid to the Registrar's office. (Refer to the Registrar's Office on the website for additional deadlines). See the registrar's webpage on the

William Carey website at https://wmcarey.edu/Office/registrar#collapseThree for guidelines for completing the degree application and information regarding late submissions of degree applications.

Although faculty advisors assist with registering students for the courses necessary to satisfy degree requirements, the responsibility lies ultimately with the student.

A student who meets all the degree requirements must:

1. Finalize the *Application for Degree*
2. Complete the end of program survey(s)

Instructions for completing the degree application and the degree application form are located on the Registrar's website. The student should contact the program advisor to finalize the degree application. The student and the advisor must sign the application before it is submitted or it will not be accepted by the registrar's office.

DISMISSAL/WITHDRAWAL

When students' conduct or health endangers the well-being of others or makes it inadvisable to remain in the nursing program, the faculty reserves the right to dismiss the individual from the course or program. Students may choose to withdraw from the program at any time. Students who wish to withdraw from a course must follow the withdrawal procedure in the Graduate Academic Catalog and complete a School of Nursing exit interview.

DISSERTATION PROCESS FOR PHD STUDENTS

To successfully complete the requirements of the PhD program, each student must complete a research dissertation. The process of dissertation is guided by a dissertation committee through four research process courses. Each student must orally defend his/her dissertation in person for a PhD committee and other interested persons. See dissertation requirements in NUR 801, 802, 803, and 804 course syllabi. The student may be enrolled in NUR 805 for three terms only. Included in the dissertation process is an oral defense upon proposal of research and final defense when research is complete.

DRUG TESTING

All students are required to have a clear 10-panel drug screen within the last year. This requirement must be met prior to the end of the first term. All costs associated with the 10-panel drug screen are the student's responsibility.

Random drug screening can be performed at the discretion of the School of Nursing. Refusal by a student to submit to testing will result in immediate dismissal from the School of Nursing. Any admitting student who tests positive for illegal drugs must withdraw from nursing courses. The student may reapply for admission in six months and will be admitted based on admission criteria as any new student making application. Any continuing student who tests positive for illegal drugs must meet with the graduate coordinator to determine the course of action. If the action taken is for the student to withdraw from the program, the student may make a written appeal for re-admission in six months to the nursing leadership team.

EVALUATION OF FACULTY AND COURSES BY STUDENTS

Students will have the opportunity to evaluate various aspects of the program on a schedule established by WCU and the SON. Evaluation will include courses, faculty, electronically-mediated instruction, and the hybrid format. This information is extremely important and is considered in the revision of the program.

EXIT INTERVIEW POLICY

A student leaving the program prior to graduation is required to meet with the program head (in-person, by phone, or email) to complete an Exit Interview survey. This information is important and is considered in the ongoing processes for improvement of the program. In the event that a student refuses to meet with the program coordinator, the program coordinator is responsible for completing an Exit Interview survey form for that student noting the student's refusal to participate. Graduating students are required to complete the university exit interview survey at the time of filing the degree application.

EXTENDED DISASTER LEAVE

In the event of closure or cancellation of classes due to a natural/man- made disaster or other emergency cause, general information will be forwarded to local media, posted on the WCU website, and sent via automated process to your WCU student email address or cell phone; through Sader Watch. Specific information regarding the continuation of coursework will be posted on the

University's course management system (Canvas) at . For up-to-the minute alerts regarding emergency situations, sign up to receive notifications through SaderWatch, the WCU emergency text message service. Instructions can be found under "Current Students" on the WCU homepage.

FOLLOW-UP SURVEYS

The student will be contacted by the program coordinator or the Evaluation Committee at one year from the time of graduation to assess the students' progress in attaining professional goals. The student will submit a personal email to the coordinator for communication after graduation.

GRADUATE STUDENT ROLE

College of Health Sciences faculty and administration believe that graduate students are self-motivated to learn and expand their professional behavior. Students are expected to maintain a positive professional attitude that allows for academic growth. Additionally, the student is expected to follow the directions stated in course syllabi or given by instructors in class. Failure to follow directions may result in a reduction of course grade or failure of the class. Each student is accountable for achieving a higher level of leadership, consultation, collaboration, communication, advanced practice, and scholarship.

Behavior During the Practicum

A. The student must consider possible agencies for conducting practicum experiences, and determine if a current affiliation agreement exists between the facility and the School of Nursing.

B. The student must contact the course faculty and program coordinator if an affiliation agreement needs to be obtained. Facility agreements can take several weeks to confirm, so this must be identified early in the program.

C. A plan for each practicum experience must be pre-approved by the course faculty member.

D. Students are expected to dress and behave in a professional manner at all times during practicum experiences. Unprofessional behaviors may result in failure of the course.

E. Unsafe behaviors will result in failure of the practicum and the course.

F. The student will obtain a name badge or use their William Carey University student ID badge identifying themselves as a William Carey Graduate Student. If obtaining the ID badge, the name must be on the first line, first initial, last name, RN, and the second line will state: William Carey University, School of Nursing Graduate Student.

Other
A. No smoking is allowed on WCU campuses.
B. If food/drink is permitted during class, these items must be disposed of in an appropriate manner.
C. No food/drink is allowed in computer labs.

GRIEVANCE PROCEDURE

The College of Health Sciences seeks to provide each student with a positive educational experience. However, students who experience difficulty in a course should make every effort to resolve the problem informally by discussing it with the faculty of record for the course.

Students who wish to file formal complaints concerning a grade appeal should first communicate with the faculty of record for the course. If a resolution is not found, the student may a file formal complaint in accordance with the School of Nursing and College of Health Sciences policies.

Note:

An academic grievance is a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the student claims is unjust, arbitrary, or capricious. A formal grievance is allowed only in cases where there is evidence from the complainant of one of the following:

• Unfair or unjust treatment of the student by the instructor which resulted in the student being evaluated on some other basis than the student's academic performance and/or the student being required to adhere to expectations that are different from expectations of other students or policy.
• Miscalculation on the part of the instructor in determining the final course grade.
• A departure from the standards of evaluation stated in the course syllabus.

Students who experience difficulty are encouraged to make every effort to resolve the problem informally by discussing it with the faculty of record for the course. However, students who wish to file formal complaints should do so in accordance with the School of Nursing and College of Health Sciences policies.

For the graduate student in nursing who is dissatisfied with nursing courses, faculty, procedures, policies, or other issues not related to grading; the student must submit concerns in writing with supporting evidence to the instructor of the course. If no resolution is achieved, the student may appeal to the Associate Dean, then to the Dean of Nursing. If no satisfactory outcome is reached, the student may appeal to the Graduate Academic Appeals committee. If the Associate Dean is the instructor of the course in question, the student must first negotiate with the instructor. If no resolution is achieved, the student may appeal to the Dean of Nursing. If the outcome is not satisfactory, the student may appeal to the Graduate Academic Appeals Committee.

If the instructor of the course in question is the Dean of Nursing, the student must first negotiate with the instructor. If the outcome is not satisfactory, the student may appeal to the Associate Dean of Nursing. If the outcome is still not satisfactory, the student may appeal to the Graduate Academic Appeals Committee.

HIPAA GUIDELINES

Each student is required to read the information on HIPPA regarding protection of patients' privacy. A signed acknowledgement form must be signed and submitted to Castlebranch.

INCIDENT REPORTS

If at any time a student encounters a situation that requires reporting, the student is to fill out the incident report of the clinical facility. A copy must be provided to the faculty of that course and the program coordinator and the Associate Dean for Graduate Studies. William Carey University is not responsible for any costs associated with incidents occurring in the clinical setting.

INCOMPLETE PROGRESSION

Incomplete status in a course must be applied for in writing to the faculty of record of the course, approved by the associate dean, and must meet university requirements for incomplete status.

LATE ASSIGNMENT POLICY

Late assignment policies are determined by each instructor and published in the course syllabi.

LENGTH OF PROGRAM

There are various MSN and PhD program completion options. However, the complete program of study must be accomplished within six years of enrollment in the first course. Additional options can be devised based upon the specific student needs. Each student must meet with the campus program advisor to develop a degree plan.

LIBRARY

All graduate students will be required to utilize library resources throughout the programs. Please refer to *The Translation* for details concerning location and hours of the campus library. Library services are available to all students in the School of Nursing through campus collections, inter-library loan, electronic databases, and cooperative agreements with other libraries. Updates on library services are communicated to faculty and students via e-mail and the university web page. See separate *William Carey University Library Handbook* for further information. The WCU library can be accessed at www.wmcarey.edu or http://library.wmcarey.edu/.

NONDISCRIMINATION STATEMENT

In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the bylaws of the university, William Carey University does not discriminate against any person on the basis of race, color, national or ethnic origin, sex, gender, age, or disability in admissions or in the administration of its education policies, scholarships, loan programs, athletic and other school-administered rights, privileges, programs, and activities generally accorded or made available to students at the school.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Academic Affairs, 710 William Carey Parkway, Hattiesburg, MS 39401 (601) 318-6101.

Joseph and Nancy Fail School of Nursing

William Carey University

Mission Statement

The William Carey University School of Nursing seeks to provide quality nursing programs with Christian principles as the cornerstone of a professional education in a challenging, yet nurturing environment. Students will be prepared to practice evidence-based, culturally sensitive nursing care. The undergraduate student will be prepared to enter the nursing profession with a foundation in scholarship, leadership, service, and life-long learning in a diverse global society. The graduate student will be prepared to enter educational or leadership roles within diverse healthcare communities.

Philosophy

The faculty of the Joseph and Nancy Fail School of Nursing of William Carey University fully supports the purpose of the University which focuses on the individual student developing his or her highest potential in scholarship, leadership, and service. Within the framework of the University's purpose, the nursing faculty has developed the following statement of beliefs.

Humankind evolves holistically as sentient beings who possess a unique biological and cultural heritage, and who are potentially capable of unlimited mental, emotional, and spiritual growth. In the search for fulfillment of needs, individuals are constantly changing and choosing alternatives in unique, imaginative, and rational ways. Each individual has biological and physiological interaction with his own environment, culture, and society.

Society is comprised of individuals interacting on multidimensional levels, forming groups to meet needs and goals. These groups or social institutions include, but are not limited to, the family, government, school, church, and community organizations. It is within these institutions that individuals grow and develop. The individual, family, groups, community, and society are viewed as clients of Nursing. In a democratic society, participation and input from all members serve to maintain basic human rights of life, liberty, and the pursuit of happiness which are derived from common goals, values, and beliefs. All individuals have the right to pursue health care and information upon which to base health-related decisions. Individual and aggregate health

units are core components in the continuance of a free society and reflect the productivity of its members.

Environment refers to the physical, both internal and external, as well as the psychosocial realms within which the individual experiences interactions. The relationship of humankind with the various environmental systems has an important impact on behavior. It is believed that these interactions influence health as well as decisions related to health. These interactions with the environment, in turn, influence the individual's place on the health continuum.

Health refers to a client's position on a health continuum. An individual's ability to impact his/her position on this health continuum relates to the ability of the individual to adapt to constantly changing stimuli within the environment. Individuals' prior interactions within their family, groups, community, and society will impact upon their action toward or response to the stimuli they currently face. Nursing actions can facilitate a positive response to the stimuli presented.

Nursing actions are centered toward the facilitation of self-care of the client that positively impacts the individual's position on the health continuum. By fostering self-care activities, individuals take increased responsibility for their own health, and consequently, the health of their family and community.

Nursing is both an art and a science, combining knowledge and principles from the liberal arts, the biological, physical, social, behavioral sciences, and religious domains. Nursing provides a holistic viewpoint and a caring approach to assist clients in realizing their health potential for maximum wellness. Nursing practice occurs within the framework of the nursing process with emphasis on the client's active participation in the helping relationship. The nursing professional is a dynamic and integral part of the health care delivery system that responds to ever changing health needs of individuals, families, groups, and communities. In a practice discipline, nurses demonstrate mastery of a vast body of unique skills. Nurses practice independently and interdependently. Examples of nursing practice include consulting and working in concert with other nurses and health care professionals, assuming accountability and autonomy for their own nursing practice, accepting responsibility for the management of nursing care, and serving as client advocates with individuals, families, groups, communities, and within society.

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Professional nursing is based on theory and research. The goal of professional nursing is to promote client well-being and provide information that clients may use to make health decisions. Nurses function within the realms of health promotion, primary prevention, and health maintenance, as well as rehabilitation, restoration, and palliative care for individuals, families, groups, and communities. Nursing is an essential service to humankind that provides primary, episodic, and long-term care. Nursing serves those who are essentially well, those who are ill or infirm, those who are developing, and those who are declining.

Leadership involves the guiding, teaching, and directing of others. The leader is the role model who has the ability to direct or motivate an individual or group toward the achievement of predetermined goals. Leadership qualities include self-confidence, self-awareness, strong personal values and beliefs, and accountability. Nursing education fosters leadership by equipping the nurse to guide the health care team, hold leadership positions, and impact society as an advocate for health.

Communication is the basic component of all human interactions. Effective communication is the essence of any helping relationship. Professional communication includes data collection, information exchange, and therapeutic relationships with individuals, families, groups, and communities. Interpersonal influence is exercised through skillful communication to achieve specific goals. Within an organization, interpersonal and professional communication skills are utilized to design, implement, and evaluate plans of care for individuals, families, groups, and communities.

Change and adaptation, the dynamic processes that include growth and development throughout the life span, are required to maintain equilibrium in a fluctuating environment. Adaptation refers to the constant process by which the individual attempts to maintain unity within mind, body, and spirit in response to changes in the internal and external environment.

Critical thinking is the basis for both the scientific process and the nursing process which require logic, objectivity, the use of empirical data, and analytical thinking. The nursing process, based on the scientific process, is the foundation for research, which permits one to understand,

critically analyze, and apply findings to nursing practice and approach nursing practice with knowledge, confidence and a spirit of inquiry.

Education is the systematic effort of an institution and its faculty to guide the learning process by which students acquire particular skills and arrive at unique ways of thinking, communicating, decision-making, and enhancing self-awareness. The educational institution is accountable to society and the student for preparing individuals to meet the needs of society.

The teaching/learning process incorporates multi-cultural ideas and experiences of both the student and the faculty to promote a climate that fosters learning by free exchange of ideas, opinions, expressions of creativity, and enhancement of social bonds. The interchanges that occur during the teaching/learning process require active participation and personal investment in learning.

Nursing education integrates principles from liberal arts, the biological, physical, social, behavioral sciences, the spiritual domain, and nursing. Nursing education fosters leadership, professional accountability, critical thinking, creativity, and the synthesis of scientific knowledge. A broad knowledge base enables the development of undergraduate nursing competencies necessary to function as a nurse generalist in various health care settings. Graduate nursing competencies utilize scientific foundations and theoretical frameworks to implement essential knowledge and skills in advanced nursing practice. The BSN programs provide the foundation for professional nursing practice. The master's program builds on the BSN to educate nurses to assume roles in nursing education and administration in schools of nursing and healthcare facilities. The PhD program represents the highest level of education to produce leaders in the field of education and administration and influence the future of the nursing profession.

Revised: 10/17 dhc

PROGRAM ACCREDITATION

William Carey University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award bachelor, master, specialist, and the doctoral degrees. All normal inquiries regarding the operation of the university, including admissions, financial aid, educational programs, and other operational matters should be addressed directly to the university and not to the Commission. The Commission should be contacted only if there is evidence of significant noncompliance with the requirements or standards for accreditation.

The baccalaureate degree program in nursing and master's degree program in nursing at William Carey University is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org). The baccalaureate degree in nursing and the master's degree in nursing are approved by the Board of Trustees and the Institutions of Higher Learning of the State of Mississippi. The Baton Rouge, LA Baccalaureate nursing program has full approval by the Louisiana State Board of Nursing.

PROGRESSION

The student will be able to progress based on the satisfactory completion of previous terms and a status of good standing in the graduate programs. See individual syllabi for progression policies for specific courses. See the current *WCU Graduate Catalog* for progression requirements for each program.

> Complete the Analytical Writing portion of the GRE with a score of 4.0 or better OR successfully complete NUR 799, Scholarly Writing for Healthcare Professionals, with a grade of "B" or better.

RELEASE OF INFORMATION/PHOTOGRAPHS

William Carey University has a responsibility to protect the privacy of our students. Typically, only directory information is released without the student's written permission. Other information, such as medical or CPR status, will be released to clinical agencies, upon request, where students are completing program assignments or practicum. Students who do not wish this information to be released should contact the Associate Dean for Graduate Studies. Information on the Family Educational Rights and Privacy Act (FERPA) of 1974 can be found in *The Translation* or at https://www.wmcarey.edu/page/institutional-policy-privacy-rights-students. The release form must be completed and submitted to CastleBranch.

The SON takes photographs at a number of events in which students participate. These photographs are used for such purposes including, but not limited to, poster presentations and recruiting documents. Students who do not wish to have their photographic images used for such purposes should contact the Associate Dean for Graduate Studies.

SOCIAL MEDIA RESPONSIBILITY POLICY

William Carey University, Joseph and Nancy Fail School of Nursing, supports usage that leads to positive outcomes for its students and the school of nursing. Social media technology affords interaction with individuals and organizations that establish strong connections and participation. Social media can also be a factor for increasing student engagement on campus and assistance for transitioning to college life, all of which may be considered positive effects. The negative effects of social media technology are likewise a university and school of nursing concern that stems from the limited context available in digital communication. Online social spaces provide privacy limitations, and students using social media are expected to be careful, respectful, responsible, and accountable.

Unacceptable behavior by university and school of nursing students through such technology includes but is not limited to the following:

*behavior that promotes or produces an unlawful end;

*action that promotes an act of violence or harm;

*action that meets university standards of harassment, defamation, and obscenity;

*action that is counterproductive to the mission of the School of Nursing and the University;

*postings that may be unprofessional or negative in the role of the student nurse, the school of nursing and/or the nursing profession;

*HIPAA related and sensitive information related to patient care or the clinical setting;

*action that violates guidelines outlined in the handbook.

William Carey University's policy on student and employee use of social media will be strictly enforced. Student violation of this policy will warrant disciplinary action up to dismissal from the nursing program.

The student will be responsible for all fees associated with online monitoring (proctoring) during exam administration.

TRANSFER CREDIT

<u>**MSN**</u>

Transfer credit is available for any student. Approval of transfer hours is considered on an individual basis. The student must apply for transfer credit to the program coordinator prior to the first term in the nursing program. Baccalaureate level credit cannot be accepted for master's level courses. Transfer credit cannot be received for NUR 668 and NUR 669. Refer to the university's graduate transfer requirements for more information.

<u>**PHD**</u>

Transfer credit is available for any student. A maximum of 15 hours may be transferred from another university. Approval of transfer hours is considered on an individual basis. The student must apply for transfer credit to the program coordinator prior to the first term in the nursing program. Master's level credit cannot be accepted for doctoral level courses. Transfer credit cannot be received for NUR 753, NUR 801, 802, 803, 804, and 805.

<u>**DNP to PHD**</u>

Transfer credit is available for any student. A maximum of 6 hours may be transferred from another university. Approval of transfer hours is considered on an individual basis. The student must apply for transfer credit to the program coordinator prior to the first term in the nursing program. Master's level credit cannot be accepted for doctoral level courses. Transfer credit cannot be received for NUR 753, NUR 801, NUR 802, NUR 803, NUR 804, and NUR 805.

UNIFORM/PROFESSIONAL DRESS POLICY

Students must present a professional appearance during any clinical experience including visits to prepare for clinical experience in an agency, participating in observational experiences, or conducting interviews and assessments in the community. Students will follow the dress code of the institution where they are satisfying their clinical requirements. A William Carey University name badge will be worn on the upper left front side of the uniform. The student ID badge may be

obtained at a uniform shop of the student's preference or an online source of the students preference. Badge should be white with red lettering. The first line of the pin should read: Your name, RN. The second line of the pin should read: WCU Graduate Nursing Student. The student must also use the student ID for identification. Professional appearance includes consideration of jewelry, hair, cosmetics, nails, hygiene, and clothing. Guidelines specific to clinical sites will be provided by the preceptor.

UPSILON THETA CHAPTER OF SIGMA THETA TAU INTERNATIONAL (STTI)

MISSION

The Honor Society of Nursing, Sigma Theta Tau International (STTI) provides leadership and scholarship in practice, education and research to enhance the health of all people. We support the learning and professional development of our members who strive to improve nursing care worldwide.

MEMBERSHIP

Membership is by invitation only to baccalaureate and graduate nursing students who demonstrate excellence in scholarship, and to nurse leaders exhibiting exceptional achievements in nursing.

PRODUCTS AND SERVICES

From its inception, STTI has recognized the value of scholarship and excellence in nursing practice. In 1936 the honor society became the first U.S. organization to fund nursing research. Today, the honor society supports these values through its numerous professional development products and services that focus on the core areas of education, leadership, career development, evidence-based nursing, research and scholarship. These products and services advance the learning and professional development of members and all nurses who strive to improve the health of the world's people:

Reference: Sigma Theta Tau International at www.nursingsociety.org.

UPSILON THETA CHAPTER

On July 21, 2007, Upsilon Theta was chartered as an official chapter of STTI. This prestigious achievement affirms the School of Nursing's commitment to academic excellence. Students in the graduate and undergraduate nursing programs, as well as community nursing leaders, are invited annually to join Upsilon Theta of STTI, the honor society of professional nursing.

WILLIAM CAREY UNIVERSITY SCHOOL OF NURSING
2021-2023 GRADUATE STUDENT HANDBOOK CERTIFICATION

I have read and understand the policies, procedures and information included in the William Carey University (WCU) School of Nursing 2021-2023 Graduate Handbook.
I understand that the policies, procedures and information therein apply to me. I further understand that I am expected to abide by these policies and procedures, and be aware of all information in the Handbook throughout my enrollment in the Nursing Program at WCU. I understand that changes or additions to these policies and procedures may be made while I am enrolled in the Nursing Program. Policy and/or procedural changes will be binding upon me.

My signature below constitutes my understanding of the policies and procedures in the School of Nursing 2021-2023 Graduate Handbook and future amendments.

Signed: _____   DATE: _____

Name (print): _____   /ID#: _____

Witness: _____