



School of Nursing

Graduate Nursing Program

Student Handbook

2020-2021

Alcorn State University

The information provided in this document supplements information included in publications about graduate school policies at Alcorn State University. Each student is expected to be familiar with the academic regulations and procedures of the University, Graduate Studies, the School of Nursing, and the Graduate Nursing Program.

The provisions of this document are not to be regarded as an irrevocable contract between the student and the School of Nursing or its programs. Changes are affected from time to time in the general regulations and academic requirements.

The School of Nursing and its programs subscribe to the principles and laws of the State of Mississippi and the federal government pertaining to civil rights, equal opportunity, and affirmative action.

Students have the right to be free from all forms of discrimination. Alcorn State University complies with all laws regarding affirmative action and equal opportunity in all its educational programs, activities, admissions or employment practices and does not discriminate against anyone on the basis of age, creed, color, national or ethnic origin, race, religion, gender, disability, sexual orientation or veteran status. Alcorn State University, the School of Nursing, and its programs are committed to the development and nurturing of a diverse community. The School of Nursing and its programs believe that diversity stimulates creativity, promotes the exchange of ideas, and enriches life.

Welcome

Welcome to Alcorn State University School of Nursing Graduate Programs. The demand for highly skilled and knowledgeable nurses with advanced degrees continues to climb. This is an exciting time to be a nurse, and your presence in our graduate program means that you are preparing to be a change agent in the profession.

The profession of nursing holds a central role in meeting the health care needs of populations and individuals. Nurses continue to be recognized by the public as the most trusted members of the health care team. With this trust and authority comes great responsibility. Students enrolled in Alcorn State University's graduate programs are expected to behave in the online classroom and clinical settings in a manner demonstrating professionalism, courtesy, and respect for themselves and others.

In this handbook, you will find information about significant policies, procedures, and guidelines for graduate students in the School of Nursing. Please take the time and read this handbook and become familiar with it. The handbook has been developed to provide answers to your many questions.

Additionally, you should visit the University website at https://www.alcorn.edu/uploaded/files/studaff/Student_Handbook_2018-2019_Revised_5-8-19_442pm.pdf to access the Student Handbook for policies and procedures related to student conduct, and the Graduate Studies website <https://www.alcorn.edu/academics/graduate-studies/policies-and-procedures> to become familiar with academic, financial, and student life parameters for graduate students.

The faculty and staff of the Alcorn State University School of Nursing stand ready to collaborate with you as you move forward on your academic journey.

PROGRAM ACCREDITATION INFORMATION

Alcorn State University is a member of and accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Southern Association of Colleges and Schools Commissions on Colleges (SACSCOC)
1866 Southern Lane
Decatur, GA 30033
(404) 679-4500
www.sacscoc.org

The Master's, Baccalaureate, and Associate of Science in Nursing Programs are accredited by:

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE Suite 850
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

Mississippi Institutions of Higher Learning (IHL)
3825 Ridgewood Road
Jackson, MS 39211
(601) 432-6486
www.ihl.state.ms.us

The Doctor of Nursing Practice Program received initial accreditation in May 2019 by:

Mississippi Institutions of Higher Learning (IHL)
3825 Ridgewood Road
Jackson, MS 39211
(601) 432-6486
www.ihl.state.ms.us

Alcorn State University Mission Statement

Alcorn State University, a Historically Black College and University, is a comprehensive land-grant institution that celebrates a rich heritage with a diverse student and faculty population. The University emphasizes intellectual development and lifelong learning through the integration of diverse pedagogies, applied and basic research, cultural and professional programs, public service and outreach, while providing access to globally competitive academic and research programs. Alcorn strives to prepare graduates to be well-rounded future leaders of high character and to be successful in the global marketplace of the 21st century.

Alcorn State University Vision Statement

Alcorn State University will become a premier comprehensive land-grant university. It will develop diverse students into globally competitive leaders and apply scientific research, through collaborative partnerships that benefit the surrounding communities, states, nation, and world.

School of Nursing Mission Statement

Through teaching, scholarship, and service, the mission of the School of Nursing is to provide undergraduate and graduate nursing programs that are committed to excellence in the education and preparation of clinically competent, caring, nursing professionals.

School of Nursing Vision Statement

The vision of the School of Nursing is to achieve national prominence as a leader of excellence in nursing education, nursing practice, and nursing research.

School of Nursing Graduate Nursing Program Mission Statement

The Graduate Nursing Program is devoted to educating nursing leaders and scholars committed to advancing the global healthcare needs of diverse and underserved populations through teaching, scholarship and service.

School of Nursing Graduate Program Purpose

The Graduate Nursing Program provides learning opportunities for baccalaureate nursing graduates and advanced practice family nurse practitioners to extend their knowledge and skills in nursing and to develop a more advanced practice roles. The program focuses on the educational preparation of advanced practice nurses who can make significant contributions to the improvement of healthcare of diverse individuals, families, groups, and communities with special emphasis on rural communities. The MSN curricula are designed to provide a sequential plan of study in two program options for the: family nurse practitioner (FNP) and nurse educator (NE) which leads to the Masters of Science in Nursing (MSN) degree. Completion of the MSN requires a minimum of 35-44

semester hours. The DNP curriculum is designed to provide a 36-hour plan of study for the certified family nurse practitioner that can be completed in five semesters of full-time continuous enrollment.

School of Nursing Philosophy

The faculty believes that licensed registered nursing flows along a continuum from the associate degree prepared registered nurse to the doctoral prepared registered nurse.

The faculty believes that nursing is both a science and an art. It is a science built on knowledge from humanities, the natural, psychological, sociological, and nursing sciences. It is the art of applying scientific principles, while assessing individuals, families, and communities to achieve optimal health.

The faculty believes that each human is a unique, integrated biopsychosocial being, who functions in a changing environment. Basic needs must be satisfied for humans to function optimally. Human behavior is a dynamic response to commonly occurring, multiple, and complex interacting stimuli. Adaptation to these stimuli is influenced by individual patterns of development and coping.

Society is dynamic and culturally diverse. It is a totality of relationships characterized by language, shared beliefs, and common norms that influence the behavior and development of all of its members. Humans simultaneously occupy many roles within society; as individuals, as members of a family, and as members of a community. Environment refers to both internal and external forces affecting health.

Health is conceptualized as occurring on a continuum with movement between a state of optimum wellness and degree of illness. The adaptive abilities and health perspectives of humans are major determinants of their position on the health continuum. Primary considerations are the promotion of wellness, prevention of illness, restoration of health, and maintenance of optimal functioning.

The faculty believes that teaching/learning is a dynamic and lifelong process characterized by the acquisition of knowledge and skills, which change the behavior of the learner. The role of the teacher is to mentor and facilitate learning. The learner is an active participant and has the responsibility to share in the teaching/learning process. The learning environment, enhanced by technology, should foster an enriching interaction between the teacher and learner.

The faculty believes that nurses prepared at the associate, baccalaureate and master's degree levels are responsible for continuing their educational and professional development. The school of nursing has a firm commitment to facilitate the professional and personal development of its learners. Both nursing consumers and practitioners benefit from the commitment and vision of the school of nursing.

DOCTOR OF NURSING PRACTICE (DNP) PROGRAM

The Doctor of Nursing Practice (DNP) is a practice-focused doctoral nursing degree designed for the Post-Master's Family Nurse Practitioner seeking a career in advanced clinical nursing practice. The DNP Program provides a 36-credit hour curriculum that is designed to be delivered in five (5) semesters of continuous study. The DNP program emphasizes research application and utilization in clinical practice settings as well as interdisciplinary team-building skills, organizational leadership and management development, the use of information technology and quality improvement techniques, development and initiation of public policy, and the establishment of evidence-based practice. Graduates from the DNP program will be instrumental in translating research into nursing practice to improve health outcomes and decrease health disparities in their communities and beyond.

A DNP Project and clinical practicum hours are required. The clinical practicum hours will assist in the development and completion of the DNP Project and assure that students have mastered the DNP Essentials for doctoral-level advanced nursing practice. The DNP Project completion indicates mastery of an advanced practice specialty area and is a requirement for the DNP degree. Examples of DNP projects include, but are not limited to, a pilot study; evaluation of an existing practice model; a quality improvement project; an evaluation of a new practice model; or a consulting project.

The program will be offered primarily in an online format with no more than two required on-campus face-to-face requirements. The DNP Program will require 540 practicum hours. An individual gap analysis will be completed for each student to develop a plan of study to include the required practicum hours. Clinical practicum hours are required in conjunction with the DNP Project and are completed during semesters 2, 3, 4, and 5. The Plan of Study for the DNP Program is outlined in the Table below:

DNP Plan of Study

Course #	Course Name	Credit Hour	Theory Contact Hours	Clinical Contact Hours
Semester 1 (Fall)				
NU 700	Advanced Health Informatics	3	45	
NU 701	Clinical Epidemiology	3	45	
NU 702	Healthcare Quality Improvement	3	45	
Semester 2 (Spring)				
NU 703	Advanced Health Systems, Theoretical Foundations, and Ethical Issues	3	45	
NU 704	Population Health	3	45	
NU 710-A	DNP Project I	1		60
Semester 3 (Summer)				
NU 705	Evidence-Based Practice, Theory, Design, & Method	3	45	
NU 710-B	DNP Project II	3		180
Semester 4 (Fall)				
NU 706	Leadership in Health Systems	3	45	
NU 707	Advanced Healthcare Policy & Politics	3	45	
NU 710-C	DNP Project III	2		120
Semester 5 (Spring)				
NU 708	Business Management in Clinical Practice	3	45	
NU 710-D	DNP Project IV	3		180
	Total	36	405	540

At the completion of the program, graduates will be able to:

1. Synthesize theoretical, philosophical, ethical, and empirical knowledge to develop therapeutic interventions in complex health systems.
2. Develop leadership skills within complex health systems to improve safe, cost-effective, and quality health care for diverse populations.
3. Utilize clinical scholarship and analytical methods to design, implement, evaluate, and disseminate evidence-based practice.
4. Utilize information systems and patient care technology for the improvement and transformation of health care in diverse populations.
5. Provide leadership in the analysis, development, and implementation of health care policy on local, regional, national, and global levels.
6. Employ professional/interprofessional communication and collaboration to improve healthcare and health care outcomes for diverse populations.
7. Evaluate advanced practice care in complex situations and systems to improve healthcare services to patients, families, and populations.

Admission Requirements for the DNP Program:

Applicants who are seeking admission to the Doctor of Nursing Practice Programs must submit a complete application package to Graduate Studies. An interview with the Graduate Nursing Faculty is also required.

The application package includes:

1. Completed Alcorn State University Graduate School Application.
2. Official transcripts for all previous college course work. Transcripts must verify that the applicant received a MSN with a specialty as a Family Nurse Practitioner.
3. Evidence of graduation from a nationally-accredited nursing program.
4. Documentation of a minimum 3.0 overall grade point average on a 4.0 scale for the MSN degree and a grade of “B” or better in a graduate-level research course taken within the last five years. The applicant must also verify the number of clinical practicum hours completed in the MSN Program.
5. A copy of current unrestricted and unencumbered RN and APRN licenses and certification as a family nurse practitioner in the state of residence in which the individual will complete clinical practicums.
6. Individual Nursing Student Professional Liability Insurance in the amount of \$1,000,000/\$3,000,000 (prior to the first project course).
7. Three (3) letters of recommendation [professional, academic, and personal] on official letterhead, with original signatures, specifying in detail the applicants’ capabilities for graduate study and future nursing practice. Letters must be current (< 1 year).
8. A current resume that describes all work experience and education since becoming a registered nurse, detailed in chronological order. The applicant must include in the resume

full legal name, address, telephone number, and email address. The resume should be no more than two pages.

9. Documentation of a minimum of one year of continuous clinical nursing experience with patient contact as a RN and/or advanced practice nurse within the past three years on the current resume.
10. Goal Statement. The required goal statement should be a narrative that expounds on how obtaining a DNP from Alcorn State University will help the applicant achieve their career goals. The content should also include reasons for seeking admission to the DNP program, state areas of research interest, identify goals while in the program and long-range career goals, explain qualifications and readiness for the program, and mentorship expectations of the program faculty.

Transfer Credits

If transferring from another graduate nursing program, the applicant must submit a letter of good academic standing from that program. The Director of Graduate Nursing Programs must approve all transfer courses.

After being accepted for admission, each student will be required to submit a completed health form that will be provided by the Graduate Nursing Programs, official immunization record, tuberculosis screening documentation, evidence of personal health insurance, a copy of the liability insurance face sheet (must be submitted prior to first clinical course), and current BLS certification (infant, child, adult).

Applicants must comply with Mississippi's legislative statutes and regulations regarding criminal background checks by having fingerprints taken at an approved health care agency (not a police or sheriff's department) and a criminal background check completed. Any cost of this requirement will be the student's responsibility.

Additional Requirements for International Applicants

- **Credential Evaluation** – Evaluation of transcripts by an authorized credentialing service to document degree is equivalent to a U.S. Bachelor's Degree for individuals applying for the Master's Program and a degree equivalent to a U.S. Master's for those applying for the DNP Program.
- **Statement of Finances** – Two documents are required to validate student has sufficient funds to support study in the United States (Tuition and Fees and Living Expenses). Affidavit of Support and Bank statement no older than three weeks at the time of submission.
- **TOEFL for International Applicants** - The Test of English as a Foreign Language (TOEFL) is required for all applicants who are not citizens of the United States, including permanent resident applicants who hold a green card and international applicants currently in the United States on any type of VISA.
- **Tuberculosis Screening** – Chest X-Ray and Blood Test are required, which cannot be older than six-weeks at the time of submission.

DNP Project

An integral part of the program is the completion of the Doctor of Nursing Practice (DNP) Project, which provides students with the knowledge and skills to utilize research and leadership in practice and to participate in research activities relevant to their practice. The Project must demonstrate clinical scholarship. The rigor of scholarship and the quality of the clinical project or policy change project are equivalent to the rigor and quality of a dissertation. Project-development is a four-semester process. The focus of the DNP Project will be the development of a transformational clinical project that requires the appraisal and translation of evidence into practice. The student will examine an area of nursing practice, the health care delivery system, or a health care policy issue and the evidence surrounding the problem to create a change in practice. Each project must demonstrate the use of current evidence to improve clinical outcomes or resolve a gap between evidence and clinical practice or health care policy.

Each student will identify and work with a DNP Project team to complete the project. The DNP Project team should include the student with at least one faculty member who holds a doctorate and at least one mentor from a practice setting. Students may collaborate in the design of projects, but each student will complete individual projects. DNP students are required to disseminate Project results via poster presentation and manuscript submission for publication. DNP Project courses integrate these activities as assignments. Additional information related to the DNP Project is provided in the DNP Project Guidelines.

MASTER OF SCIENCE IN NURSING (MSN) PROGRAM

The Master of Science in Nursing (MSN) program provides learning opportunities for baccalaureate nursing graduates to extend their knowledge and skills in nursing and to develop a more advanced practice role. The program focuses on the educational preparation of advanced practice nurses who can make significant contributions to the improvement of healthcare of diverse individuals, families, groups, and communities with particular emphasis on rural communities. The MSN curricula are designed to provide a sequential plan of study in two program options for the: family nurse practitioner (FNP) and nurse educator (NE), which lead to the Masters of Science in Nursing (MSN) degree. Completion of the MSN requires a minimum of 35-44 semester hours.

Family Nurse Practitioner (FNP) Option Course Requirements

Program Description

The Family Nurse Practitioner Option is designed to prepare graduates to provide global primary health care to diverse and underserved clients. Upon completion of the program of study, graduates are eligible to write a national certification examination for family nurse practitioners. The program of study is designed to be completed in five semesters (including one summer) of full-time continuous study.

Fall 1		
Course Number	Course Title	Credit Hours
NU 501	Role Development	2
NU 502	Advanced Pathophysiology	3
NU 503	Advanced Pharmacology	3
NU 506	Research Methods	3
Spring 1		
Course Number	Course Title	Credit Hours
NU 505	Advanced Health Assessment	3
NU 505L	Advanced Health Assessment Lab (60)	1
NU 504	Theoretical Foundations in Nursing	3
NU 507	Health Policy	2
Summer 1		
Course Number	Course Title	Credit Hours
NU 508	Clinical Management Theory I: Adult/Gerontology	2
NU 509	Clinical Management Practicum I (120)	2
NU 514	Introduction to Human Genetics	2
Fall 2		
Course Number	Course Title	Credit Hours
NU 510	Clinical Management Theory II: Women's Health	2
NU 511	Clinical Management Practicum II (120)	2
NU 512	Clinical Management Theory III: Pediatrics	2
NU 513	Clinical Management Practicum III (120)	2
NU 590/591	Thesis I/Project I	3
Spring 2		
Course Number	Course Title	Credit Hours
NU 518	Synthesis Practicum (240)	4
NU 590/591	Thesis II/Project II	3
	TOTAL	44

Post-Master's Certificate Option (Family Nurse Practitioner)

Program Description

The Post Master's Certificate Option (Family Nurse Practitioner) is a 20-credit hour program that can be completed in two (2) semesters and one (1) summer session. Students must have taken: Advanced Pathophysiology [3.0 semester hours course], Advanced Pharmacology [3.0 semester hours course]; Advanced Physical Assessment [3.0 semester hours course]; and Advanced Physical Assessment Lab [1.0 semester hour course]. Clinical Placement can be arranged in the student's community. All courses are developed and taught by ASU nursing faculty.

Summer 1		
Course Number	Course Title	Credit Hours
NU 508	Clinical Management Theory I: Adult/Gerontology	2
NU 509	Clinical Management Practicum I (120)	2
NU 514	Introduction to Human Genetics	2
Fall 2		
Course Number	Course Title	Credit Hours
NU 501	Role Development	2
NU 510	Clinical Management Theory II: Women's Health	2
NU 511	Clinical Management Practicum II (120)	2
NU 512	Clinical Management Theory III: Pediatrics	2
NU 513	Clinical Management Practicum III (120)	2
Spring 2		
Course Number	Course Title	Credit Hours
NU 518	Synthesis Practicum (240)	4
	TOTAL	20

Nurse Educator (NE) Option Course Requirements

Program Description

The Nurse Educator (NE) option is designed to prepare qualified nurses to function as well-prepared educators in academic or healthcare settings. Upon completion of the program of study, graduates are eligible to write a national certification examination for Nurse Educators (CNE). The program of study is designed to be completed in four semesters (including one summer) of full-time continuous study.

Spring 1		
Course Number	Course Title	Credit Hours
NU 505	Advanced Health Assessment	3
NU 505L	Advanced Health Assessment Lab (60)	1
NU 507	Health Policy	2
NU 530	Curriculum Theory & Design in Nursing Education	3
Summer 1		

Course Number	Course Title	Credit Hours
NU 504	Theoretical Foundations in Nursing	3
NU 531	Curriculum Strategies & Roles in Nursing Education (30)	3
Fall 1		
Course Number	Course Title	Credit Hours
NU 502	Advanced Pathophysiology	3
NU 503	Advanced Pharmacology	3
NU 506	Research Methods	3
NU 532	Assessment & Evaluation in Nursing Education (30)	3
Spring 2		
Course Number	Course Title	Credit Hours
NU 533	Nursing Education Practicum (180)	4
NU 539	Capstone Project	4
TOTAL		35

Post-Master's Certificate Option (Nurse Educator)

Program Description

The Post Master's Certificate Option (Nurse Educator) is a 13-credit hour program that can be completed in three (3) semesters and one (1) summer session. Students must have taken the Advanced Pathophysiology [3.0 semester hours course]; Advanced Pharmacology [3.0 semester hours course]; and Advanced Physical Assessment [3.0 semester hours course]; and Advanced Physical Assessment Lab [1.0 semester hour course]. Clinical Placement can be arranged in the student's community. All courses are developed and taught by ASU nursing faculty.

Spring 1		
Course Number	Course Title	Credit Hours
NU 530	Curriculum Theory & Design in Nursing Education	3
Summer 1		
Course Number	Course Title	Credit Hours
NU 531	Curriculum Strategies & Roles in Nursing Education (30)	3
Fall 1		
Course Number	Course Title	Credit Hours
NU 532	Assessment & Evaluation in Nursing Education (30)	3
Spring 2		
NU 533	Nursing Education Practicum (180)	4
TOTAL		13

End of Program Student Learning Outcomes for MSN Graduates:

1. Evaluate theoretical and empirical knowledge from nursing and other disciplines and knowledge for use in guiding nursing research, nursing pedagogy, and advanced nursing practice.
2. Generate new teaching and practice approaches based on the integration of research, theory, and practice knowledge.
3. Demonstrate mastery of advanced knowledge and skills in advanced practice nursing (FNP) or in specialized role (NE).
4. Analyze implication of ethical and legal issues affecting health care delivery, education, and research.
5. Analyze the effect of organizational structure, functions, and resources on the development and delivery of quality health care and educational programs.
6. Communicate effectively in a scholarly manner using oral communication, written, and information technology in a variety of settings.
7. Assume leadership roles to initiate and guide changes that foster collaboration and contribute to the ongoing development of nursing education and practice.
8. Analyze the impact of culture and diversity on the delivery of healthcare and nursing education.
9. Utilize the best available evidence to continuously improve the quality of nursing education and practice.
10. Participate in professional organizations and activities that influence advanced practice nursing and/or health outcomes.

Admission Criteria for the MSN Program

Applicants who are seeking admission to the Master of Science in Nursing Programs must submit a complete application package. An interview with the Graduate Nursing Faculty is also required.

The application package includes:

1. A completed Alcorn State University Graduate School Application.
2. Official transcripts for all previous college course work.
3. Evidence of graduation from an accredited nursing program.
4. Documentation of a minimum cumulative grade point average (GPA) of 3.0 for the most recent nursing degree.
5. Documentation of a grade of “C” or better in an undergraduate introductory-level
6. A copy of a current unencumbered license to practice nursing in a state or US territory and eligibility for licensure in the state in which you will complete your clinical practicums.

7. Proof of Individual Nursing Student Professional Liability Insurance in the amount of \$1,000,000/\$3,000,000 (prior to the first clinical practicum course).
8. Three (3) letters of recommendation [professional, academic and personal] on official letterhead, with original signatures, specifying in detail the applicants' capabilities for graduate study and future nursing practice.

In addition to the requirements listed above, applicants seeking a Post Master's Certificate must:

1. Hold a MSN degree in nursing from a nationally accredited college or university with a cumulative grade point average of 3.0 or higher.
2. Have completed the three (3) P's with a letter grade of 'B' or better: Advanced Pathophysiology [3.0 semester hours course]; Advanced Pharmacology [3.0 semester hours course]; Advanced Physical Assessment [3.0 semester hours course]; and Advanced Physical Assessment Lab [1.0 semester hour course].
3. Have successfully completed a thesis or scholarly project.

Transfer Credits

If transferring from another graduate nursing program, the applicant must submit a letter of good academic standing from that program. The Director of Graduate Nursing Programs must approve all transfer courses.

After being accepted for admission, each student will be required to submit a completed health form provided by the Graduate Nursing Programs, official immunization record, tuberculosis screening documentation, evidence of personal health insurance, a copy of the liability insurance face sheet (must be submitted prior to first clinical course), and current BLS certification (infant, child, adult).

Applicants must comply with Mississippi's legislative statutes and regulations regarding criminal background checks by having fingerprints taken at an approved health care agency (not a police or sheriff's department) and a criminal background check completed. Any cost for this requirement will be the student's responsibility.

Thesis or Research Project for MSN Family Nurse Practitioner Program

Thesis Plan

Please use the following link: <https://www.alcorn.edu/academics/graduate-studies/thesis-and-project-clone> to access the Alcorn State University Thesis Manual outlining all elements of the Thesis. Students are required to pass an Oral Defense of Research Thesis. The finished product is a bound Thesis book that includes chapters 1-5.

Research Project

Students choosing the research project option will use the same link above to access the Thesis Manual and will follow the Thesis Manual for the first four chapters. Instead of an Oral Defense and bound Thesis book, students are required to perform a scholarly Presentation and submit a manuscript to a peer-reviewed journal. See the details below.

Scholarly Poster Board Presentation

With the approval of the faculty, the student's first responsibility is to disseminate the findings from the research project. Students are required to provide a formal presentation in the form of a poster presentation at a professional conference or research symposium at the local, state, or national level. This activity is a networking opportunity for students to meet people with similar research interests and to begin to establish themselves as masters prepared nurses with research as well as clinical skills and interests. The poster presentation of the research project and final approvals for the research project are due by the first Friday in March.

- A. Submit an abstract to a peer-reviewed professional meeting, research symposium or conference
- B. Attend the research symposium or conference
- C. Disseminate findings via poster presentation

Manuscript Submission

The faculty chairperson and committee will assist students in identifying a scholarly journal relevant to their MSN Research Project. Students should utilize the Guidelines for Authors specified in the selected journal to develop the manuscript submission for the MSN Research Project. Manuscript submission guidelines will specify the length and format of the manuscript. The research project topic and the journal's manuscript requirements dictate the final research project product, which is spiral bound and submitted to Graduate Studies.

Students improve their chances for publication by having the manuscript reviewed by others. Reviewers can be clinical experts on the topic. Students may also choose to have the manuscript reviewed for clarity by someone who is not an expert on the subject. The process of peer review is an essential part of scholarship and one the student will want to use, whether they are preparing reports at their worksite or writing for publication. The final manuscript is due in the Office of Graduate Studies on the same date as the bound Thesis book.

- A. Select an appropriate journal
- B. Review the manuscript submission guidelines
- C. Write and prepare the manuscript based on guidelines
- D. Have manuscript peer-reviewed before submission
- E. Submit the manuscript to the selected journal

Capstone Project for MSN Nurse Educator Program

The MSN evidence-based capstone project is a scholarly process to address a theoretically and or clinically relevant problem in nursing or nursing education. This process requires competence in knowledge development activities such as the translation of research into practice, the evaluation of

practice, activities aimed at improving the reliability of healthcare practice and outcomes, and participation in collaborative research. The capstone project is a faculty-guided scholarly activity.

The paper must be in APA format and written in the third person. You must have an APA title page, but an abstract is optional. The PICOT question, significance of the problem, critical appraisal of the selected evidence, and summary statement of the evidence are all included in this paper along with the evidence table.

Students are responsible for disseminating findings from the capstone project. A formal presentation in the form of a poster presentation at a professional conference or research symposium at the local, state, and/or national level is required. This activity is an excellent networking opportunity through which students can meet people with similar research interests and begin to establish themselves as masters prepared nurse educators with research as well as clinical skills and interests. Submission dates for the completed Capstone Project have the same timelines as the Thesis and Research Project. To access the Capstone Guidelines, please use the following link

<https://www.alcorn.edu/academics/graduate-studies/thesis-and-project-clone>.

ACADEMIC POLICIES AND PROCEDURES

Academic Advisement

Each student is assigned a faculty advisor to assist them with academic concerns, planning the program of study, and assisting with graduation requirements. The student and advisor can meet as frequently as necessary but must meet once each semester to review progress. Either faculty or student may request appointments; however, it is the responsibility of the student to schedule the regular semester appointment. These scheduled meetings may occur face-to-face, by phone, written correspondence, or virtual conferencing to accommodate distance learning students.

Faculty provide academic counseling of students to facilitate retention, progression, and graduation from a chosen plan of study.

Attendance, Absence, Tardiness - Classroom/Online/Clinical

Regular and punctual attendance at all scheduled classes, clinical, and Alcorn State University School of Nursing activities is expected of all students and is regarded as integral to course credit.

1. Class Attendance

Graduate-level nursing classes are conducted online, and policies/procedures for each class are announced in writing at the beginning of the term. Students are responsible for completing assignments/activities according to the directions indicated in the syllabus. Class attendance is defined as face-to-face classroom meetings, other meetings, online course attendance requirements, or any other requirement outlined in a course calendar or syllabus. A student absent from class when a test is scheduled is entitled to a makeup test ONLY if prior notification is received, and evidence is presented to the faculty member that the absence was due to illness or death in the immediate family.

2. Online Class Attendance

For purposes of financial aid and enrollment, a student is considered to be in attendance in an online class when the individual

1. Participates in online discussions about academic matters; or
2. Initiates contact with faculty to ask questions about subject studies; or
3. Completes assignments; or
4. Takes tests.

Logging into an online course without active participation does not constitute attendance. The last date of attendance will be the date the student last logged into the course and met one of the four criteria above. A student in an online course must follow the standard procedure for dropping the class when indicated.

3. Clinical Attendance

Regular and punctual attendance at all clinical learning experiences is expected of all students. Absences can lead to failure in the course. If the student must be absent from a clinical learning experience due to an emergency or medical illness, the appropriate agency and faculty member must

be notified prior to the beginning of the clinical learning experience. If unable to reach the appropriate faculty member, the student must then notify the agency unit and the Alcorn State University School of Nursing. (An answering machine will pick up when SON staff is not available). Failure to notify faculty may result in an unsatisfactory clinical grade. Each student is directly responsible to their individual clinical faculty for absences and tardiness. Clinical attendance is defined as face-to-face clinical experiences, grand rounds, or any other requirement as set forth for clinical learning experiences in the course calendar or syllabus.

Academic Honor Policy

The legal foundation for the coordinated efforts of faculty and students to uphold academic integrity and combat academic dishonesty is provided in the Academic Honor System.

Students are expected to uphold the Academic Honor Policy published in this Graduate Student Handbook.

The Alcorn State University School of Graduate Nursing Academic Honor Policy is based on the premise that each student has the responsibility to:

1. uphold the highest standard of academic integrity in the student's own work;
2. refuse to tolerate violations of academic integrity in the school of nursing graduate nursing program; and
3. foster a high sense of integrity and social responsibility on the part of the school of nursing.

Examples of Academic Honor Violations include but are not limited to the following:

1. **Plagiarism.** Intentionally presenting the work of another as one's own (i.e., without proper acknowledgment of the source). Typical Examples Include: Using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts or information without acknowledgment of the source.
2. **Cheating.** Improper application of any information or material that is used in evaluating academic work. Typical Examples Include: Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams.
3. **Unauthorized Group Work.** Unauthorized collaborating with others. Typical Examples Include: Working with another person or persons on any activity that is intended to be individual work, where the instructor has not explicitly authorized such collaboration.
4. **Fabrication, Falsification, and Misrepresentation.** Intentional and unauthorized altering or inventing of any information or citation that is used in assessing academic work. Typical Examples Include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for

absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.

5. **Multiple Submissions.** Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor's responsibility to make expectations regarding the incorporation of existing academic work into new assignments clear to the student in writing by the time assignments are given. Typical Examples Include: Submitting the same paper for credit in two courses without instructor permission, making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.
6. **Abuse of Academic Materials.** Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material. Typical Examples Include: Stealing or destroying library or reference materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering, or intentionally damaging another student's notes or laboratory experiments. (This refers only to abuse as related to an academic issue.)
7. **Complicity in Academic Dishonesty.** Intentionally helping another to commit an act of academic dishonesty.

Typical Examples Include: Knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information.

8. **Attempting** to commit any offense as outlined above.

Student Responsibility

1. Each student shall be responsible for abiding by the Academic Honor Policy at all times.
2. Any student who violates the Academic Honor Policy is expected to report the violation to the faculty of record and/or the Director of Graduate Nursing Program.
3. If a student observes cheating during an examination, the student should consult with the instructor of the course as soon as reasonable so that the cheating may be stopped. If a student otherwise observes or learns of another student's violation of the Academic Honor Policy, the student shall either:
 - a. Ask the student to report the violation to the faculty for the course and/or the Director of Graduate Nursing Programs or
 - b. Report the violation to the instructor of the course and the University judicial officer. In the event that a student asks another student to report himself/herself and such student does not do so, then the student shall report, as soon as practicable, the violation to the faculty for the course and/or the Director of Graduate Nursing Program. The student should provide the name of such student or students involved, if known, and furnish such evidence as is available to support the charge.

Academic Penalties

In the Alcorn State University School of Nursing, students violating the Academic Honor Policy in any assignment, test, etc. will receive a minimum penalty of a grade of zero (0) for the assignment in question, will be reported to the Director of Graduate Nursing Program and the Dean of the School of Nursing and may receive an "F" for the course at the discretion of the faculty of record.

Adding and Dropping Classes

Classes may be added or dropped in accordance with the deadline dates published in the University Academic Calendar each semester, in the University Bulletin or in memoranda from the Provost/Executive Vice President for Academic Affairs. See ASU Catalog. <https://www.alcorn.edu/academics/resources>

1. Students should first contact their faculty advisor if dropping a course.
2. When the student's advisor is not available, the Enrollment and Recruitment Coordinator or the Director of the Student Services Access Center may assist the student with adding or dropping a course.
3. The student must see the Director of Graduate Programs for an Exit Interview.
4. The student should verify, in Banner, that the drop or add was completed.

Application for Degree

Students anticipating graduation in the Spring should file an application for degree by the last Friday in January. Students anticipating completing degree requirements during the Fall should file their application by the last Friday in October. Students who fail to submit the application for degree by the designated date will incur an additional charge.

Clinical Clearance Requirements

Students are responsible for arranging clinical experiences, selecting practice experts or mentors (DNP Program), promptly submitting all appropriate paperwork, and completing the required clinical clearance process. Students may not choose family members for preceptors or mentors. All clinical hours logged by students for course requirements must be completed on unpaid work time. This stipulation pertains to all degree programs and concentrations.

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

All policies and procedures related to preceptors and practice site affiliation agreements can be found in the ASU Preceptor Orientation Manual.

Clinical Documentation (Required)

It is the responsibility of the student to provide and maintain documentation required by Alcorn State University School of Nursing, the State of Mississippi, and/or other clinical agencies. Examples of required documentation include certifications, licensures, health insurance(s), vaccinations, criminal background checks, physical and health history, drug screening tests, and titers. A student who fails to submit required documents by the designated date at Alcorn State University will not be allowed to participate in any class or clinical activities. Absences will be recorded.

1. Basic Life Support Certification

All students must show evidence of current BLS certification for Health Care Providers Course by the designated date of the semester enrolled. This certification must remain current throughout the program of study.

2. Criminal Background Checks and Drug Screening

Per Mississippi Law [MCA: Title 97; 37-29-232; 73-15-19 {1}d], Alcorn State University School of Nursing requires criminal background checks on students accepted into the ASN, BSN, RN-BSN, MSN, and DNP programs. The Graduate Nursing Programs currently use Castle Branch for criminal background checks and drug screening. You can find more information at <https://www.castlebranch.com/> on their website. Each clinical agency reserves the right to apply its institution's rules and regulations and may deny a student access to its' clinical sites based upon results of the criminal background check and drug screening. Students are responsible for clarifying and adhering to agency requirements.

3. Health Insurance

Health insurance is the responsibility of the student, including any health care expenses incurred while a student. Proof of insurance is required upon admission and must be maintained while a student in the Graduate Nursing Program.

4. Licensure Unencumbered

All RN and APRN students must provide proof of current licensure or privilege to practice nursing in the state that he or she holds a license. Individuals who hold a restricted license are not eligible for admission or to continue in the program.

5. Physical Exam and Health Requirements

All students must have a physical examination with required immunizations and screenings, as stated on the health and physical forms prior to beginning the program. The expense of this examination is the responsibility of the student. Students are required to present documentation of immunization completion upon admission to the nursing program unless shown to be immune or medically at risk. The student must also submit documentation of a negative TB skin test and/or chest x-ray/assessment with annual screening. The Graduate Nursing Program secretary will obtain documentation and assess compliance each semester from the students' requirement checklist. Students not providing documentation of HBV vaccination, immunity, or medical risk

must sign a declination form and a waiver of liability for Alcorn State University. All graduate students must also provide documentation by mid-October (or a specified date in accordance with that flu season) of influenza vaccination. Graduate students who decline the influenza vaccination must sign the influenza declination waiver and follow any other requirements of their current clinical agency; however, the clinical facility has the right to require that a mask be worn the entire flu season. Students will not be allowed to attend clinical until the requirements are met.

6. Professional Liability Insurance

11. All students are required to purchase Individual Nursing Student Professional Liability Insurance in the amount of \$1,000,000/\$3,000,000. You must present documentation of Liability insurance prior to the first project course.

Computer Requirements

1. All students in nursing programs are required to have computer and Internet access. See Appendix J in the ASU SON Undergraduate Student Handbook for computer requirements and Proctor U for online courses.
2. A webcam and microphone are required to record video and audio. If the student's computer, tablet, or cell phone does not have a built-in webcam and microphone and recording or conferencing is required in the course, the student must purchase a commercially available webcam and microphone for this purpose.

Confidentiality

The Family Education Rights and Privacy Act (FERPA) affords students certain rights concerning their educational records. These rights can be found in the ASU Student Handbook.

https://www.alcorn.edu/uploaded/files/studaff/Student_Handbook_2018-2019_Revised_5-8-19_442pm.pdf

Clinical agencies may request the student's social security number and phone number as needed for agency requirements.

Definition of Credit Hour

The University defines a credit hour as 50 minutes. A single semester credit hour in the School of Nursing requires 50 minutes of classroom instruction or three hours of clinical instruction for the graduate nursing programs.

Disability

Disability Services is the designated office at Alcorn State University which evaluates disability documentation, determines eligibility, and implements reasonable accommodations for enrolled students as guided by Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and University policy.

The Department of Health & Disability Services is located in Rowan Hall next to the E.E. Simmons Gymnasium. The telephone number is 601-877-6460. It serves as the primary health care facility on the Main campus offering professional services for ALL Alcorn State University students, faculty, and staff. For verification purposes, ALL individuals requesting services must present an Alcorn Gold Card at the front desk.

<https://www.alcorn.edu/academics/student-affairs/health-and-disability-services>

Upon Program admission, a student who discloses a properly certified disability will receive reasonable accommodations, but must be able to perform the core performance standards for admission and progression as outlined in the table below:

Core Performance Standards

Requirements	Standards	Examples of Necessary Activities (Not All-Inclusive)
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	<ul style="list-style-type: none"> • Identification of cause/effect relationships in clinical situations • Use of the scientific method in the development of patient care plans • Evaluation of the effectiveness of nursing interventions
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups	<ul style="list-style-type: none"> • Establishment of rapport with patients/clients and colleagues • Capacity to engage in successful conflict resolution • Peer accountability
Communication	Communication adeptness sufficient for verbal and written professional interactions	<ul style="list-style-type: none"> • Explanation of treatment procedures, initiation of health teaching. • Documentation and interpretation of nursing actions and patient/client responses
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	<ul style="list-style-type: none"> • Movement about patient's room, workspaces and treatment areas • Administration of rescue procedures-cardiopulmonary resuscitation
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> • Calibration and use of equipment • Therapeutic positioning of patients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	<ul style="list-style-type: none"> • Ability to hear monitoring device alarm and other emergency signals • Ability to discern auscultatory sounds and cries for help

Visual	Visual ability sufficient for observation and assessment necessary inpatient care	<ul style="list-style-type: none"> • Ability to observe the patient's condition and responses to treatments
Tactile Sense	Tactile ability sufficient for physical assessment	<ul style="list-style-type: none"> • Ability to palpitate in physical examinations and various therapeutic interventions

Source: Southern Regional Education Board. (n.d.). *The Americans with Disabilities Act: Implications for nursing education*. Retrieved from: <http://www.sreb.org/publication/americans-disabilities-act>

Discipline

The policy in effect for the University will be strictly adhered to in the School of Nursing (see ASU Student Handbook “Grounds for Disciplinary Sanctions”).

https://www.alcorn.edu/uploaded/files/studaff/Student_Handbook_2018_-19.pdf

Students are subject to all rights, privileges, and penalties described therein.

Distance Learning

All students who register for an online course (main campus, Natchez, and Vicksburg campuses) must be the same student who participates in and completes the course or program. Some online instruction may require students to come to campus periodically. Students should check with the online instructor to be sure of the attendance and participation schedule. The identification of students participating in class or coursework is verified, at the discretion of the institution, by such methods as an assigned secure login. This login is also used to access instructional resources. Students who register for distance learning courses must adhere to the attendance policy as set forth by the University.

Resources are provided online and face-to-face to ensure students have many opportunities to acquire technical support for using various distance learning tools and technologies. Students are trained, as well as given technical assistance, to ascertain the technological expertise needed to support their learning efforts by utilizing academic technology staff, the Help Desk, and online resources to be successful in completing their distance education courses. Individual technical assistance sessions are provided to students who require additional time to learn how to use Canvas for the distance learning environment.

Early Registration

Any time after the date published in the Semester Schedule of Classes and/or the University Academic Calendar, nursing majors may meet with their advisors to complete their schedule for the following semester.

Gold Card Policies and Procedures

The Gold Card is the official identification card for all faculty, staff, and students of Alcorn State University. The student must be completely registered to obtain a card. Students, faculty, and staff

must have their Gold Card with them at all times. In addition, the card must be presented upon request by University authorities. Unauthorized use by a party other than the individual pictured on the card warrants confiscation and possible disciplinary action by the University. University issued student ID badges are also required to be worn and visible at all times. For more information refer to Gold Care Policies

https://www.alcorn.edu/uploaded/files/studaff/Student_Handbook_2018_-19.pdf

Grading

1. The following grading scale is used in all nursing courses:

A	=	93 -	100%
B	=	85 -	92%
C	=	77 -	84%
D	=	69 -	76%
F	=	Below	69%

Grades of Incomplete (See the ASU Student Handbook) <https://www.alcorn.edu/academics/resources>
The term “Incomplete” is used when a student is absent from examination because of sickness, death in the family, or for other justifiable reasons. Otherwise, the instructor is required to assign for each student a definite grade based upon the work actually accomplished, irrespective of the circumstances that may have contributed to the results achieved. A student whose work has been marked “Incomplete” must remove the mark within 60 days after the beginning date of the student’s next enrollment in residence. An incomplete grade must be removed within 13 months after the grade is recorded even if the student fails to enroll. If the “Incomplete” is not removed within this period, the student will receive a grade of “F”. A grade other than an incomplete may be changed only if there is an error of calculation or recording as verified by the official roll book. The Director of Graduate Programs, Dean, and the Provost/Executive Vice President for Academic Affairs must approve all changes of grades.

2. Rounding of Grades

Only final course grades are rounded. Final course grades will be rounded to the nearest whole number. Grades below five tenths (50 one-hundredths) will be rounded downward, while grades at or above five tenths (fifty one-hundredths) will be rounded upward. For example: 84.49 will round to 84; 84.50 will round to 85. Other course grades including the test average required for progression will not be rounded. All other course grades including the test average will be carried to three decimal places and rounded to two.

3. Grading System

The quality of the student’s work is indicated by letter grades using the School of Nursing’s and the University’s system. Letter grades will not be characterized by plus or minus signs.

Graduation

Degrees and diplomas at Alcorn State University are awarded two times a year, December and May. Students must apply for graduation; it is not automatic. The Office of Graduate Studies processes all applications for graduation and informs students of their eligibility to graduate. Students must satisfy all progression to graduation requirements before they are allowed to participate in the Commencement Ceremony.

GRIEVANCE PROCEDURE

A grievance is a student's claim of unfair and/or non-equitable treatment regarding established policies, procedures, rules, and regulations of ASU. The formal expression of a grievance is a complaint. The SON defines a grievance as a formal allegation against a party or program expressed in a written, signed statement. The student has the right to express grievances without prejudice, penalty, or recrimination. Please refer to the ASU Student Handbook:

<https://www.alcorn.edu/academics/student-affairs>

1. Students are expected to follow the chain of command in the School of Nursing and University.

Chain of Command for Communication and Due Process Related to Grievances

Student → Faculty Member → Program Coordinator → Director for Graduate Nursing Programs/Associate Dean → Dean → Provost/Executive Vice President for Academic Affairs → President

2. The student shall schedule a conference with the involved party. The conference must be scheduled within fifteen (15) business days of the occurrence.
 - A. The student should arrange to meet with the involved parties outside of class at a mutually convenient time to discuss the student's concern. (This should be a meeting in a confidential setting.)
 - B. The student must provide a written and signed review of the incident based on facts, including the resolution he/she is seeking.
 - C. If the concern is with an adjunct faculty member, the Program Coordinator should be involved in the conference.
 - D. If the student is unable to resolve the issue directly with the involved party, he/she may appeal any decisions following the chain of command until resolution occurs.
 - E. All appeals to the next level in the chain of command must be made within five (5) workdays of the rendering of the previous level decision. Appeals should be signed and in writing, and should explain the nature of the appeal and resolution he/she is seeking.
 - F. Each level of the chain of command within the School of Nursing has five (5) business days to render a decision regarding the grievance.

Grade Appeal

A grade other than an incomplete may be changed only if there is an error of calculation or recording, as verified by the official roll/grade book. The SON Director of Graduate Nursing Programs, SON Dean, and the Provost/Executive Vice President for Academic Affairs approve all changes of grades. The student has fourteen (14) calendar days from the first day of the semester following the term in which the grade was earned to consult with the faculty member to review the final grade assigned and thereby initiate the appeal.

<http://www.alcorn.edu/academics/policies-and-procedures/index.aspx>

HIPAA

It is the policy of Alcorn State University SON to ensure that operations, activities, and business affairs of the clients are kept confidential. All students are required to sign a confidentiality statement of each agency, indicating they intend to practice and abide by that agency's policy, rules, and regulations of confidentiality, including HIPAA. During their clinical experience, any information that is acquired shall be handled in strict confidence. Students are responsible for the security of any such information. Agencies may ask students to sign a statement of confidentiality at the time of orientation and periodically throughout their experience to acknowledge their awareness of and reaffirm their commitment to confidentiality.

A HIPAA violation will be subject to review by a Faculty Committee as appointed by the Dean and may result in student failure and dismissal from the nursing program. Ignorance of these rules and regulations or failure to correctly interpret them does not excuse anyone from the penalties in cases of a violation.

All students should remember that HIPAA rules and regulations also apply to information posted on social networking and any other public and/or private sites.

Institutional Review Board (IRB)

Alcorn's Office Graduate Studies requires that all students follow the policies of research as outlined in the course. All research projects of the School of Nursing require vetting of an Institutional Review Board (IRB). Any student who conducts any part of a research project without an approved IRB of the healthcare organization and/or Alcorn University is in violation of the laws and ethics of research, which are federal guidelines of protection for human subjects. This act violates the policy of the University and the School of Nursing as well. Following this process is critical to the integrity of the research process. If a health care organization requires that you start a project before the required approvals are met, the student needs to remind them that as a student at Alcorn State University, and must adhere to the University's policies. Any student who begins data collection before the proposal is defended and finalized and before IRB approval is given will be in violation of the policies of the program and may be dismissed from the program.

Internet and Email

Internet access, an ASU email account, and email access are required for all Faculty, staff, and students in the School of Nursing. Communication with students will be through the student's ASU email account and/or through Canvas.

Late Assignment Submission

All course assignments (including, but not limited to: assignments, labs, quizzes, exams, and final projects) are due as specified by the course faculty. Instructions for completion of all graded assignments are included in the course syllabus, on the written guidelines for the assignment, and published in Canvas. All assignments must be submitted by the date and time indicated on the syllabus unless there are documented individual extenuating circumstances when this occurs, the grade will be subject to the following:

- Students will be given a 15-minute grace period, after which the assignment is considered late.
- Assignments submitted within 24 hours of the date and times indicated on the syllabus/Canvas are subject to a 5% grade reduction on the assignment.
- Assignments submitted within 48 hours of the date and time indicated on the syllabus/Canvas are subject to a 10% grade reduction on the assignment.
- Assignments submitted within 72 hours of the date and time indicated on the syllabus/Canvas are subject to a 15% grade reduction on the assignment.
- Assignments submitted after 72 hours of the date and time indicated on the syllabus/Canvas are subject to receiving a grade of zero on the assignment.

Personal Appearance

1. The ASU Student Handbook defines appropriate attire for students enrolled in the University

https://www.alcorn.edu/uploaded/files/studaff/Student_Handbook_2018_-19.pdf
2. According to the handbook, “attire will be governed by its appropriateness to the activity. Students are encouraged to exercise discretion in their dress attire. Specifically, upper and lower garments and footwear are required. Students are expected to dress in a manner that is representative of an institution of higher education.” In addition, as a student enrolled in an educational program which will prepare students to enter the profession of nursing, there are professional expectations to which students will be expected to adhere at all times.
3. While wearing the SON clinical uniform During designated on- site clinical experiences in the Virtual and Clinical Laboratories, the student must wear a lab coat with the official student identification attached and dress business casual. The student’s hair must be neat, clean and not touch the collar if hair is not pulled back. Any hairstyle creating a health hazard is not permitted. Hair ornaments and/or fasteners, unless concealed, are not permitted with the uniform. Hair color should be limited to that found naturally (no green, purple, blue, etc.). A neatly clipped beard and/or mustache are acceptable for male students.
4. Nails are to be clean, short and without polish. Artificial nails are not permitted.
5. Cosmetics should be worn within the limits of good taste. Excessive eye makeup may not be worn while in uniform. Colognes, perfumes or shaving lotions are not to be used.
6. Minimal jewelry may be worn while in uniform: Smooth, plain wedding band, watch (simple and professional styling), and small earrings.

7. It is preferred that no earrings be worn; however, unadorned pierced metal stud earrings are acceptable. Studs may not exceed 1/8" in diameter. Fad earrings are not acceptable (i.e., two or more earrings in one ear). In some clinical areas, earrings may not be worn (pediatrics).
8. There are times when the wedding band, watch, and name pin may constitute a health hazard and are to be removed.
9. The wearing of visible body rings is not permitted in the clinical setting.
10. Visible body art (tattoos) must be tastefully and completely covered.
11. In addition to the policies and procedures outlined by the School of Nursing, students are required to adhere to all the policies and procedures outlined by the clinical agencies.

Personal Counseling, Support Services, & Student Development

Counseling services supportive of students' successful matriculation and completion of SON curricula shall be available. Students may be self-referred or may be referred by peers, faculty, or staff to counseling support services. Information regarding professional counseling is discussed during orientation and posted on bulletin boards in the School of Nursing.

Policy Changes

1. Changes in policies may be necessary. These changes shall become effective once communicated to students.
2. All changes will be distributed verbally, in writing, and/or via the University Learning Management System announcements for addition to the SON Undergraduate Student Handbook.
3. Students are required to sign a statement indicating receipt of the policy change.

Proctor-U

Students enrolled in a distance course that requires examinations are required to take these examinations in a proctored environment. Students can take proctored exams from any location using a webcam and an internet connection. The course faculty give students each exam schedule. The fee for this service is listed in the course syllabus. Course faculty will provide further direction on these requirements, as appropriate.

Professionalism

Graduate nursing students are expected to adhere to the American Nurses Association Code of Ethics for Nurses (2015) (<http://www.nursingworld.org/codeofethics>). Students found to have violated any provision of the Code of Ethics will be subject to academic disciplinary action. In the event that a violation constitutes a breach of the Student Code of Conduct (as outlined in the Graduate Nursing Handbook), sanctions may (depending on the circumstances) result in a failing grade on an assignment or course, or dismissal from the graduate nursing program. The Dean of the Alcorn

School of Nursing shall make final decisions on disciplinary action. Students shall have a right of appeal to the University Provost.

Progression Policies

DNP Program

Academic performance of all graduate students is monitored each semester by the Office of Graduate Studies staff.

A graduate student must maintain a minimum cumulative grade point average of 3.0 on a 4.0 scale at Alcorn State University to remain in good academic standing. The student must not accumulate more than six semester hours of credit below B (3.0).

A cumulative grade point average of 3.0 on a 4.0 scale is required for continued study in the DNP program. No more than two "Cs" will be allowed in non-project courses; however, students must maintain at least a 3.0 each semester to remain in the program.

A grade of "B" or better must be earned in all project courses.

Students who earn a grade of "C" in a project course may not progress to the next nursing course. Only one repeat of a project course will be allowed.

Probation

A student will be placed on academic probation at the close of any term in which the student's cumulative GPA falls below a 3.0. A student will be notified in writing when placed on academic probation. A copy of the written notification will be placed in the student's file and sent to the Dean, Provost and Executive Vice President, and Office of Graduate Studies. A student on probation will be suspended from the program if the minimum GPA of 3.0 is not obtained at the end of the subsequent semester or term.

A project course resulting in a final course grade of "C" will result in academic probation, regardless of cumulative GPA, and must be repeated the next time the course is offered.

Readmission

Students who are eligible to register for nursing courses and who have not enrolled for one or more semesters must file an application for readmission to Graduate Studies and submit a written request to the DNP Program Coordinator.

All applications for readmission should be on file at least 90 days prior to registration for the semester for which readmission is being requested.

Students are readmitted based on available space.

Dismissal

If a student is currently on academic probation and a grade of “C” is earned in a project course, s/he will be dismissed and not eligible for readmission to the program.

Students who earn the third grade of "C" or one grade of "D", "F", or "WF" will be dismissed from the graduate nursing program.

Based on the Alcorn State University Graduate School Policy, a maximum of six consecutive calendar years from the date of first enrollment is allowed for completion of all degree requirements. Specific policies related to progression, retention, and dismissal can be found in the School of Nursing Graduate Student Handbook at <http://www.alcorn.edu/academics/schools/son/index.aspx>.

Progression Policies***MSN Program***

Academic performance of all graduate students is monitored each semester by the Office of Graduate Studies staff.

A graduate student must maintain a minimum cumulative grade point average of 3.0 on a 4.0 scale at Alcorn State University to remain in good academic standing. The student must not accumulate more than six semester hours of credit below B (3.0).

A cumulative grade point average of 3.0 on a 4.0 scale is required for continued study in the MSN program. No more than two “C” will be allowed in non-clinical courses; however, students must maintain at least a 3.0 each semester to remain in the program.

Students enrolled in clinical management theory and clinical management practicum courses must achieve a grade of “B” or better in both components. If a student achieves less than “B” (including WF) in either the clinical management theory or clinical management practicum, a grade of “C” or less will be recorded for both courses, resulting in failure of both courses.

Students who earn a grade of “C” in a clinical management theory course and/or clinical management practicum course may not progress to the next nursing course. Only one repeat of a clinical management theory and clinical management practicum course will be allowed.

Probation

A student will be placed on academic probation at the close of any term in which the student's cumulative GPA falls below a 3.0. A student will be notified in writing when placed on academic probation. A copy of the written notification will be placed in the student's file and sent to the Dean, Provost and Executive Vice President, and Office of Graduate Studies. A student on probation will be suspended from the program if the minimum GPA of 3.0 is not obtained at the end of the subsequent semester or term.

A clinical practicum course resulting in a final course grade of “C” will result in academic probation, regardless of cumulative GPA, and must be repeated the next time the course is offered.

Readmission

Students who are eligible to register for nursing courses and who have not enrolled for one or more semesters must file an application for readmission to Graduate Studies and submit a written request to the MSN Program Coordinator.

All applications for readmission should be on file at least 90 days prior to registration for the semester for which readmission is being requested.

Students are readmitted based on available space.

Dismissal

If a student is currently on academic probation and a grade of "C" is earned in a clinical management theory and/or clinical management practicum, s/he will be dismissed and not eligible for readmission to the program.

Students who earn the third grade of "C" or one grade of "D", "F", or "WF" will be dismissed from the graduate nursing program.

Based on the Alcorn State University Graduate School Policy, a maximum of six consecutive calendar years from the date of first enrollment is allowed for completion of all degree requirements. Specific policies related to progression, retention, and dismissal can be found in the School of Nursing Graduate Student Handbook at <http://www.alcorn.edu/academics/schools/son/index.aspx>.

Proof of Fees Paid

Students are expected to pay all costs for a given term in full before or during the time of registration. Graduate nursing students will not be permitted to attend clinical until proof that all fees have been paid is received in the office the Graduate Nursing Program. Absences will be recorded. Any students or former students who are indebted to the University may not register at the University, graduate from the University, nor will their transcript be released until the debt is paid.

Sigma Theta Tau International (STTI) Honor Society-Tau Eta Chapter

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

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

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

Time Limit for Program Completion

The work for graduate nursing degrees must be completed within six (6) years from the time the student first registers for graduate credit. Any graduate work transferred from another institution must have commenced not more than five (5) years prior to completion of the degree for the credits to apply toward the graduate nursing degree.

Turnitin®

The School of Nursing uses Turnitin® software as a formative process to help students develop and improve scholarly writing skills while promoting academic honesty.

The Turnitin® service, which identifies matching text with online databases of written works, is available for use in selected nursing courses of the learning management system. The software produces an Originality Report, which contains a similarity index. This guides instructors and students to identify matching text that could lead to a violation of academic honesty in the form of plagiarism. The software cannot identify or interpret plagiarized material – it can only report on the similarity of matches in text. Sources for matching in the Originality Report as noted in the similarity index include internet (current and archived web pages), publications (journals, chapters of books, and other specific reports) and student papers. The reports become formative feedback and can aid in the development of scholarly writing skills.

Typhon®

Students in MSN courses are required to use the *Typhon* clinical tracking software system for documenting all patients and clinical hours in each clinical course. The necessary clinical and patient information should be placed into the Typhon Log no longer than 3 days from each clinical day. Typhon is set to lock students out from entering any information after the 3 day time period. Faculty will monitor the Typhon logs regularly to ensure that students are completing their clinical hours and have appropriate clinical experiences.

Registration

Registration for nursing students is held on the Natchez Campus each semester at a prescribed time. Representatives from Financial Aid, Registrar's Office, Business Office, Bookstore, Counseling and Testing, General College, and ROTC are available from the Lorman Campus. Nursing Faculty Advisors and School of Nursing Staff are available on the Natchez Campus during registration.

Nursing students are expected to pre-register through the ASU web site for classes provided by their Advisor prior to each registration period.

Nursing students are expected to complete the registration process, either online or on the Natchez Campus. Books are to be purchased on the Natchez Campus on registration day.

Students who do not participate in or who fail to complete their registration on the Natchez Campus on the designated date will have to do so during the regularly scheduled registration period at the Lorman Campus.

Registration dates are listed in the college catalog and the University Academic Calendar available on the ASU website (www.alcorn.edu). Special announcements regarding the Natchez Campus registration procedure are placed on the bulletin board located in the SON lobby.

Failure to complete registration and pay all fees will result in the student being purged from the system and the class roll. The student will not be able to attend class or continue in their plan of study.

Smoking

[https://www.alcorn.edu/uploaded/files/oa/LttrsAnnncs/Smoke- Free Tobacco Policy.pdf](https://www.alcorn.edu/uploaded/files/oa/LttrsAnnncs/Smoke-Free_Tobacco_Policy.pdf)

Policy Statement

Alcorn State University supports a smoke and tobacco-free campus as a wellness initiative to protect the health of students, faculty, staff, and guests. The current policy supersedes any previous policy and becomes effective July 1, 2018.

The smoke and tobacco-free policy applies to all Alcorn State University facilities, property, and vehicles (owned or leased), regardless of location. Smoking and the use of tobacco products shall not be permitted in any enclosed place, including, but not limited to, offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues, and private residential space within ASU. Smoking and the use of tobacco products shall also be prohibited outdoors on all ASU campus property, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums, as well as in all personal vehicles while on campus. The observance of this policy is the responsibility of all ASU students, faculty, staff, and visitors.

Promotion and Sale of Tobacco Products Prohibited at Alcorn State University

In further recognition of the incompatibility of Alcorn State University's educational mission and the promotion of tobacco products: No tobacco-related advertising or sponsorship shall be permitted on ASU property, at ASU-sponsored events, or in publications produced by ASU, except for advertising in a newspaper or magazine that is not produced by ASU and which is lawfully sold, bought, or distributed on ASU property. For the purposes of this policy, "tobacco-related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, or motto, selling message, recognizable pattern or colors, or any other characteristics of products identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products. No tobacco products or paraphernalia shall be sold or distributed as samples on university grounds, either in vending machines, the student union, or any other **area** on campus.

Social Networking and Cyber-Bullying

A student's online presence reflects the University and School of Nursing. Be aware that actions captured via images, posts, or comments can reflect that of the University and School of Nursing. In a professional role as a health care provider, students are not to mention any information related to clinical experiences or agencies, client care, or the personal health information of any individual on any internet social media site (Facebook, Twitter, emails, MySpace, Yik Yak, etc.). Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, type of treatment, or clinical

agency may still allow the reader to recognize the identity of specific individuals. Future employers often review these network sites when considering potential candidates for employment. Information can “live” beyond its removal from the original website and continue to circulate. Therefore, students should think very carefully before posting any information on a website or any other social networking site. Inappropriate behaviors related to confidentiality of client and/or other information is of a very serious nature and will result in program dismissal.

The University and School of Nursing logos and trademarks may not be used without prior written consent. This restriction includes photographs showing any School of Nursing or University equipment and supplies.

“Cyber-bullying is the use of cell phones or other devices to send or post text or images intended to hurt or embarrass another person. Cyber-bullying may include, but is not limited to, unwanted or unsolicited emails to others, threats, sexual remarks, pejorative labels (i.e., hate speech), making victims the subject of ridicule in forums, and posting false statements as fact aimed at humiliation. Cyber-bullies may be direct or take indirect form, including but not limited to, assuming false identity or using another person’s identity to disclose the victims’ personal data (e.g. real name or address) at websites or forums for the purpose of publishing material that defames or ridicules the victim. Cyberbullies may send threatening, harassing emails and instant messages to the victims, while others may post rumors or gossip and instigate others to dislike the victim” (ASU Student Handbook). The penalty for cyber-bullying is found in the ASU Student Handbook.

Withdrawal Policy and Procedure

Withdrawing from the University means a student is no longer enrolled in any courses for the remainder of the term. Students should consult the University Catalog and Student Handbook regarding requirements for satisfactory academic progression, grade point average, and the impact on eligibility for financial aid prior to withdrawing.

1. A student who desires to withdraw from the University during the semester or summer sessions must secure a *Notification of Total Withdrawal* from the Enrollment and Recruitment Coordinator and schedule an exit interview with the Director of Graduate Programs.
2. If a student withdraws PRIOR to the deadline for dropping classes, grades will not be posted, and the student’s record will indicate the date of withdrawal only.
3. If a student withdraws AFTER the deadline for dropping classes, instructors will assign a “WP” (withdrawal while passing) or “WF” (withdrawal while failing).
4. Students must also process the appropriate *Statement of Clearance* issued by the Office of the Vice President for Student Affairs. Failure to comply with this regulation will result in the recording of failing grades in all courses for which the student is registered and may lose any refund of fees.

Student Support Services

Resources

ASU Family Clinic. Student health services are available in the Family Clinic, which affiliates with University Health Services on the Lorman campus for this purpose. Additionally, services such as pre-admission physicals and immunizations, including Hepatitis B, are available for a fee and by appointment through the Family Clinic. Payment is required at the time of service. The hours of operation for the ASU Family Clinic are Monday - Thursday 8 a.m. - 5 p.m. and Friday 8 a.m. - 4 p.m.

Bookstore. Textbooks are made available for sale to students on registration day who enroll in courses offered at the Natchez Campus through the University Bookstore. Bookstore hours are established each semester by the bookstore manager. (The Natchez Campus Bookstore is only open on scheduled registration days and when the bookstore manager schedules hours.) Students are informed by posted flyers and/or the LRC personnel.

The director of the LRC is the liaison between the Lorman Campus bookstore manager and faculty, staff, and students on the Natchez Campus. The ASU Bookstore manager provides textbook prices to the director of the LRC. Bookstore sales are handled by bookstore personnel assisted by the director of academic support and facilities.

The bookstore accepts the following payments:

1. Financial Aid
 2. Checks (Student must show I.D. card)
 3. Cash
 4. Credit Card
 5. ASU Gold Card
- (Used textbooks are bought only at the Lorman Campus.)

Career Placement. Placement Services has a web site: www.careerfair.com. Students and alumni can connect with companies, post resumes, contact recruiters, or research companies on this site.

Counseling Support Services. A counselor is available by appointment to help students with academic and personal problems. These services are available each semester according to a schedule released from the Office of the Dean of the School of Nursing.

Recruitment and Enrollment Coordinator. The Recruitment and Enrollment Coordinator reports directly to the Dean of the School of Nursing and provides counseling for students, participates in the resolution of school-related issues and makes the appropriate referral, and assists students with registration.

Learning Resource Center. This area houses the Library, multimedia study carrels, computers for student use, and a variety of database resources. It also houses print and non-print media and access to interlibrary loans. Staff is available to assist students with these learning resources.

Health and Disability Services. The Department of Health and Disability Services is located in the Felix H. Dunn Health Services Center. The telephone number is 601-877-6460. It serves as the primary health care facility on the main campus offering professional services for all Alcorn State University students, faculty, and staff.

After Hours/Emergency Care. In case of emergency, please contact Campus Police/Ambulance Services at 601-877- 3000 or Dial 911.

Resource Learning Laboratory. Two areas adjacent to each other are equipped with computer hardware and software. A coordinator of the Resource Learning Lab is available to assist students with needs related to computer use.

Simulated Nursing Skills Laboratory. Two areas adjacent to each other serve as skills laboratories. Each area is equipped with seven hospital beds with a bedside table and over bed table for each bed. Supplies and equipment for demonstrating, learning, practicing, and testing specific nursing skills are available. A skills lab coordinator is available to assist students with skills.

Student Counseling Services.

The Office of Counseling and Testing provides services for students and staff of the university community, which include:

1. Academic, personal, and social adjustment;
2. Career counseling;
3. Customer service assessment, testing and training; and
4. Counseling referral services.

Other services offered include:

1. Individual Counseling
2. Group Counseling
3. Testing Services
4. Attendance Monitoring
5. Withdrawal Requests
6. Consultation/Referrals
7. Outreach Programs

APPENDIX A

**ALCORN STATE UNIVERSITY
SCHOOL OF NURSING*****CONTRACTUAL AGREEMENT OF RESPONSIBILITY***

I, _____, have been issued a copy of the School of Nursing Graduate Student Handbook. By signing my name below, I am stating that I do understand the material contained therein. I am also stating with my signature that it is my responsibility to be informed of my student rights and responsibilities.

I also acknowledge that the Alcorn State University School of Nursing reserves the right to make curricular changes to reflect current Mississippi Board of Nursing standards, Accreditation Commission for Education in Nursing [ACEN] standards, and Mississippi's Board of Trustees policies and regulations. I understand that it is my responsibility to inform the School of Nursing and the Registrar's Office of any change in my status, address, telephone number, or other information that would affect my status in the University.

Student's Signature

Print Name

Date

PLEASE SIGN AND RETURN TO THE OFFICE OF GRADUATE NURSING PROGRAMS.

APPENDIX B

**ALCORN STATE UNIVERSITY
SCHOOL OF NURSING*****RELEASE OF INFORMATION***

I hereby give my permission to release criminal background check, verification of immunization status, tuberculin testing results, CPR certification, social security number, proof of liability insurance, and any other requested documents related to participation in clinical activities to contracted agencies, upon request from the agency.

I understand that I must submit a record of my physical examination and proof of immunization before being permitted into the clinical courses or settings.

Student's Signature

Print Name

Date

PLEASE SIGN AND RETURN TO THE OFFICE GRADUATE NURSING PROGRAMS.

APPENDIX C



**ALCORN STATE UNIVERSITY
SCHOOL OF NURSING**

WAIVER OF RESPONSIBILITY OF HEALTH CARE EXPENSES

I understand that all expenses for health care during my enrollment at Alcorn State University are my personal responsibility.

Student's Signature

Print Name

Date

PLEASE SIGN AND RETURN TO THE OFFICE GRADUATE NURSING PROGRAMS.

APPENDIX D



**ALCORN STATE UNIVERSITY
SCHOOL OF NURSING**

Critical Incident Report

Student's Name _____ Date _____

Course _____ Semester _____

Clinical Agency _____ Area _____

Nursing Faculty Involved _____

Incident (Provide a complete description of occurrence)

Person Reporting _____

Action(s) taken.

Potential/Actual consequences to client.

Comments

Student's Signature Date Faculty's Signature Date

Program Coordinator Date Program Director Date

APPENDIX E

**ALCORN STATE UNIVERSITY
SCHOOL OF NURSING*****Release of Responsibility***

In participating in learning activities in the Simulated Nursing Skills Laboratory, I understand that injuries could occur while using manikins and/or other teaching devices (such as needles). Alcorn State University and Alcorn State University nursing faculty will not be held responsible for any injuries incurred during these learning activities. I will assume responsible for any injuries and medical interventions that may become necessary as a result the injury. I also understand that the nursing faculty or skills lab faculty will supervise my practice of skills.

This permission is to extend for the entire length of time that I am enrolled in the School of Nursing.

Student's Signature

Date

PLEASE SIGN AND RETURN TO THE OFFICE GRADUATE NURSING PROGRAMS.

APPENDIX F



**ALCORN STATE UNIVERSITY
SCHOOL OF NURSING
GRIEVANCE FORM**

Name: _____

Date: _____

Nature of Complaint: (Please circle area of complaint)

Academic
Personal
Resource

Faculty
Staff
Other

Please explain in detail: (attach a separate sheet if needed for full explanation)

What action has been taken?

Consulted Faculty
Consulted Staff
Other (please list)

Signature: _____

Date: _____

Administrative Section

What action has been taken?

Signature: _____

Date: _____