GRACELAND UNIVERSITY

School of Nursing

Graduate Student Handbook

Master of Science in Nursing
Doctor of Nursing Practice
Postgraduate Certificates

November 2024

Dear Graduate Student:

Welcome to the Graduate Nursing Program at Graceland University! Building on a 100-year tradition of academic excellence, Graceland University's graduate programs are on the leading edge of healthcare education.

Graduate studies by design are demanding, invigorating, challenging, and, hopefully, extremely rewarding. Our objective is to provide stimulating educational opportunities that support the development of clinical reasoning, communication, and autonomous evidence-based decision-making skills required for advanced nursing practice by nurse educators, leaders, and practitioners.

The policies, procedures, and information contained in this handbook are provided to facilitate successful progression through a selected graduate nursing program of study. Selected academic policies and procedures are ***summarized*** in this handbook. Links to additional academic resources (library, writing center), comprehensive SON academic policies and procedures, the Graduate Catalog (university & graduate policies & procedures; admission, progression, and graduation requirements; graduate programs of study; course descriptions), and SON graduate course syllabi, are available to faculty and enrolled students via hyperlinks on the myGraceland SON Resources page at SON Resources. Reading and following these policies will greatly enhance your potential for success. This handbook is updated at least annually and more frequently as needed. For the most current updated information, please refer to the online version of the Graduate Student Handbook. Students are notified when major revisions are posted in addition to annual updates.

Your Graceland Sting email account is the official means of communication between GU-SON and students. It is imperative that you check your Graceland email regularly for important updates and official communications from the School of Nursing (SON). If you need additional assistance, do not hesitate to contact us. We are here to help you.

Best regards,

Sharon Little-Stoetzel, Ph.D., RN, CNE
Dean of the School of Nursing
Professor of Nursing
stoetzel@graceland.edu
816.423.4670

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Accreditations and Approvals

Graceland University is a member of the North Central Association and is accredited by the Higher Learning Commission
230 S LaSalle Street, #7-500
Chicago, Illinois 60604
312-263-0456

Graceland University's MSN, Post-Graduate APRN, and DNP programs are *accredited* by:
(CCNE) Commission on Collegiate Nursing Education
655 K Street, NW, Suite 750
Washington D.C. 20001
(202) 887-6791

Nursing Graduate Degree Programs are *approved* by:
Iowa Board of Nursing
River Point Business Park
400 SW 8th Street, Suite B
Des Moines, IA 50309-4685
(515-281-3255)

Important Contact Information

Requesting Assistance
Contact Graceland whenever you have a question or need assistance.

SON Staff Office Hours**:**
8:00 a.m. – 5:00 p.m. CT Monday-Friday
SON Faculty Office Hours:
Virtual Office online (48-72 hours response time)
Phone or Live conferencing by appointment
Refer to course syllabi for individual faculty availability
Phone Number: 800-833-0524 (toll-free) **Fax Numbers** (816) 833-8806

Mailing Address:
Graceland University
School of Nursing
1401 West Truman Road
Independence, MO 64050-3434

For Questions Regarding:

SON Program Coordinators & Special Faculty Academic Advisors	**Family Nurse Practitioner (FNP)**: Professor Melanie Hijaz at melanie1@graceland.edu **Nurse Educator Certificate (NE)**: Dr. Sharon Little-Stoetzel at stoetzel@graceland.edu **Adult & Gerontology Acute Care Nurse Practitioner (AGACNP)** Professor Dena L. Taylor at dltaylor@graceland.edu **Psychiatric Mental Health Nurse Practitioner (PMHNP)**: Dr. Jeanna Wilcox at jwilcox@graceland.edu **Doctor of Nursing Practice (DNP)** Dr. Kathy Lenz at lenz@graceland.edu
Course Requirements/Workload	**Course Lead Faculty:** **(**see faculty listing in each course syllabi in the course)
Course delivery issues; technology	D2L Technical Support at 1-877-325-7778 or click here to submit an issue via email.
Student Financial Services;	Financial Advisors:

Tuition balances, requests for receipts, payment options/questions	Morgan Schueler at 641-784-5131 or mks5@graceland.edu
Independence Campus Library	Grabske Library: Visit Gracelandlibraries.org
Bookstore	Bookstore at 816-423-4711 IndependenceBookstore@graceland.edu
SON Graduate Programs Office	Graduate Programs Office at 816-423-4676 songraduateprograms@graceland.edu
Clinical Practicums & Agency/Preceptor Contracts	Contract Coordinator: soncontracts@graceland.edu
Registration & Enrollment Course Withdrawals Completion Plans	Success Coaches: programadvising@graceland.edu
Transcripts/Registrar	Diane Armijo, Asst. Registrar, Lamoni Campus at 641-784-5220 diane2@graceland.edu
Petitions for Exception to Academic Policy, Final Course Grade Appeals, Grievances	Graduate Student Affairs Committee (GSAC) at songraduateprograms@graceland.edu

School of Nursing History

Graceland College admitted its first students to the Lamoni, Iowa campus on September 17, 1895. Frederick M. Smith, for whom the college library on the Lamoni campus is named, was the first graduate. On June 1, 2000, Graceland officially became Graceland University (GU). The University, sponsored by the Community of Christ, now has alumni from all over the world. The university was initially accredited by the North Central Association in 1920 and has maintained full, continuous accreditation since that time.

The Division of Nursing became the sixth academic area of GU in 1969 when administrators of the diploma nursing program at the Independence Sanitarium and Hospital in Independence, Missouri, collaborated with Graceland to move its educational base into the four-year collegiate setting. The university established the Independence, Missouri campus, located in the Greater Kansas City area, for upper-division nursing courses. In 1997, approval was obtained to change the name of the Division of Nursing to the Division of Health Care Professions. In 2001, it was renamed the School of Nursing.

Since its inception, the Graceland nursing program has provided opportunities for registered nurses to obtain their bachelor's degree. In 1987, the distance learning component was added, providing additional flexibility for nurses who preferred to work at their own pace in their home setting. Enthusiastically received by Registered Nurses coast-to-coast, students from all 50 states and global locations are among our diverse alumni.

In 1994, a Master of Science in Nursing degree program was approved by the North Central Association and became Graceland University's first graduate program. The graduate program was patterned after the RN-BSN Distance Learning Program, allowing nurses the opportunity to combine directed independent study at home with on-campus Focus Session courses as a means of earning a graduate degree in advanced practice nursing.

Baccalaureate and graduate distance learning programs were fully converted to online delivery in June 2007. The interactive online format offers valuable opportunities for interaction among student groups and between students and faculty.

The GU School of Nursing (SON) graduate faculty, responding to societal needs and with a strong commitment to nursing education excellence, accepted the first class of students to a terminal degree program for nursing in August 2011. Students who complete the curriculum earn a Doctor of Nursing Practice (DNP).

In 2013, the U.S. News & World Report ranked Graceland University's online nursing programs #5 in the nation! Since that time, GU's online nursing programs have remained in the top 30. In 2021, the U.S. News & World Report ranked Graceland University's Master of Science Degree in Nursing online programs #1 in the nation!

School of Nursing Philosophy Statement

As an integral part of Graceland University, the School of Nursing was framed by Christian beliefs, as set forth in the Value Statements of the University, which further enhance the achievement of the University's General Education Goals by nursing students.

The goal of the School of Nursing is to enable students to become professional nurses who respect and care about the worth of all individuals, who can think critically, and who can provide quality nursing care in diverse settings to individuals, families, communities, and societies within the global health environment. Consequently, the School of Nursing educates students to become professional nurses who synthesize and apply concepts from the liberal arts, nursing curricula, and nursing practice.

As reflective practitioners, professional nurses apply the nursing process in a holistic and caring way to promote the optimal health of individuals, families, and communities. The roles of the professional nurse include Learner, Clinician, and Leader. Development within each role occurs along a novice-to-expert level continuum.

Learning is life-long. Learners possess intellectual curiosity fostered by the incorporation of current research findings (evidence) in their nursing practice. Clinicians provide competent, holistic care across the lifespan. Nurse Leaders collaborate with other health disciplines to develop policies and institute changes in healthcare.

Professional Nursing Standards, the AACN Essentials with core competencies for BSN, MSN, and DNP Education, and the missions, goals, and philosophies of Graceland University and the School of Nursing guide curricular development and delineation of expected student learning outcomes. Curricula are developed to instill professional nursing values and a commitment to Evidence-Based practice. Effective learning is best facilitated by employing active learning and self-reflective strategies.

Central to the mission, goals, and curricular design of Graceland University's School of Nursing programs is the development and achievement of student learning outcomes necessary for practice as baccalaureate generalist nurses, nurse practitioners, and nurse educators. All graduates are expected to achieve student learning outcomes related to Higher Order Thinking, Character, Communication, Social Responsibility, Holistic Well-Being, and Digital Citizenship.

Entry into professional nursing begins with education at the baccalaureate level. At all

levels, the educational process is a shared endeavor between students and faculty. Opportunities for theoretical and experiential learning are provided in an atmosphere that stimulates each learner. The faculty supports learning communities for traditional as well as non-traditional students. Each student has the right and responsibility to develop their highest personal and professional potential.

School of Nursing Mission, Goals, and Organizing Framework

Mission

The mission of the School of Nursing is to create learning communities where professional nursing students develop their potential for meaningful and productive lives as generalists and advanced practice specialists.

Goals

The School of Nursing strives to:

1. Promote the achievement of the mission of the University and the School of Nursing.
2. Provide curricula that prepare students according to professional nursing standards, including The Essentials of Baccalaureate Nursing, The Essentials of Master's Nursing Education, and Doctor of Nursing Practice, which meet the needs of communities of interest.
3. Utilize teaching-learning practices implemented by faculty who are academically and experientially qualified and who are effective teachers engaged in scholarship and service.
4. Provide a foundation for advanced study in nursing.
5. Prepare a graduate who has met the expected student outcomes of a program, including licensure/certification.
6. Prepare a graduate who is satisfied with the educational preparation provided within the learning community.
7. Prepare a graduate who elicits satisfaction from communities of interest, including employers of graduates.

Professional Standards

The School of Nursing adheres to:

- Iowa and Missouri State Board of Nursing regulations regarding programs of professional nursing (All programs)
- Other State Board of Nursing regulations as appropriate for our online nursing programs (RN-BSN, MSN, DNP)
- AACN Essentials of Baccalaureate Education in Nursing (2021)
- AACN Essentials of Master's Education in Nursing (2011& 2021)
- AACN Essentials of Doctoral Education in Nursing (2006 & 2021)
- CCNE Standards for Nursing Education (2019)
- Criteria for Evaluation of Nurse Practitioner Programs (NTF, 2022)
- Iowa Board of Nursing Educational Program Survey Information
- Nurse Practitioner Core Competencies (NONPF, 2022)
- QSEN Competencies for Nurses (2022)

Benner, P. (1984). From novice to expert: Excellence and power in clinical nursing practice. Menlo Park, CA: Addison-Wesley.

Graduate Student Learning Outcomes (SLO)

MSN Student Learning Outcomes

1. Synthesizes research, theory, and principles of scientific inquiry to support evidence-based practice.
2. Demonstrates advanced knowledge and skills in selected functional roles.
3. Provides ethical, culturally sensitive care collaboratively with professionals from multiple disciplines.
4. Advocates for access to affordable, cost-effective, quality healthcare community resources within the scope of practice.
5. Communicates effectively and uses information systems/technology to evaluate programs of care and/or facilitate learning.

DNP Student Learning Outcomes

1. Use relevant information systems/technology to advance research, education, and health outcomes.
2. Synthesize, interpret, and apply knowledge from nursing practice, research, and theory to create, implement, and evaluate practice interventions, health delivery systems, and clinical teaching.
3. Assume complex leadership roles at the organizational and systems level to improve the health outcomes of individuals and populations.
4. Advocate for social justice, equality, and ethical policies in health care.
5. Evaluate policy, care delivery, and organizational systems for current and future health care for individuals, families, and populations.

Section 2: Graceland University Policies & Procedures

Technology Ethics and Use Policy

Users of Graceland's technological tools will respect human dignity, privacy, and sensitivity of each other and the general public while using the tools made available by Graceland. Graceland reserves the right to routinely monitor technology resources. The privilege of privacy of personal files or messages on Graceland-owned computers and voice mail systems will be respected subject to the right of Graceland to access any files to officially investigate or to accomplish necessary system maintenance.

All technology provided by Graceland is covered by this policy, including computers, networks, Internet services, telephones, voice mail, fax machines, photocopiers, cable TV, and all associated software and data. Such technology is provided for use by students and employees to accomplish Graceland's educational mission in accordance with Internal Revenue Code Section 501(c)(3), under which Graceland receives its tax-exempt status.

Graceland's network enables access to external facilities, systems, and other networks over which Graceland has no control, including related capabilities which are incidental to providing such access. Certain of these resources may not support Graceland's goals and objectives. Although Graceland does not exercise editorial or censorship control of such external resources, Graceland expects that the technology will not be used for purposes that are illegal, immoral, or inconsistent with Graceland's mission.

Academic and professional work pertaining to Graceland's goals and objectives take precedence over the use of resources for entertainment.

Graceland may establish additional standards of conduct with designated technology or in specific areas (e.g., Micro labs, classrooms, etc.)

Inappropriate uses of technology include, but are not limited to, those specifically prohibited by local, state, or federal law. Examples of inappropriate uses of technology include:

- harassment - sending harassing, threatening, or obscene material to minors and/or non-consenting adults or any attempts to confuse or frustrate another user in achieving their objectives.;
- random or unauthorized bulk sending or mailing of messages;
- inappropriate use of access;
- unauthorized release of information and viewing of Graceland's data outside of institutional objectives;
- any disregard for the security mechanisms that are in place or other attempts to gain unauthorized access to Graceland's technical resources. This includes possession of or attempts to acquire another user's password or allowing others access to technology resources that are not allocated for their use;
- failure to comply with software license restrictions - All licenses for software that are

licensed by Graceland University will be filed by ITS.
- disruption of service - damaging any resource in such a way that it creates a disruption of the normally expected service from that resource;
- cheating - use of technology resources to achieve academic credit by dishonest or deceitful means;
- copyright infringement; forgery;
- malicious transmission of a computer virus;
- malicious alteration of system files or configuration;
- abuse of established storage space limitations;
- use of any resource to inure benefit for private or political gain in violation of Graceland's tax-exempt status under IRC Section 501(c)(3).

Content shared by "peer-to-peer" (p2p) applications may be a violation of the Digital Millennium Copyright Act (DMCA) and violates Graceland University policy by generating excessive network traffic and interfering with the normal functioning of the network. These applications are prohibited on the Graceland University network. This means that:

- Peer-to-peer file sharing applications, including, but not limited to, Napster, Gnutella, Kazaa, AudioGalaxy, iMesh, and others, may not be installed or used on computers owned or managed by Graceland University.
- Peer-to-peer file-sharing applications, including, but not limited to, Napster, Gnutella, Kazaa, AudioGalaxy, iMesh, and others, may not be installed or used on computers attached to the Graceland University network, regardless of their ownership.
- The Graceland University Information Technology staff may, in order to ensure compliance with Graceland policies and Federal or State Law, inspect and remove any of the prohibited software from any equipment currently or previously attached to the Graceland University network.

Consequences

Graceland reserves the right to take corrective/disciplinary action in the event of inappropriate use of technology, which may include but not be limited to the following:

Cases involving suspicion of inappropriate use of technology by students will be investigated by the Information Services Department. If violations are confirmed, a referral for disciplinary action will be made to the Dean of Students. A determination of serious misuse may result in suspension from the university. In cases involving the misuse of resources allocated for a particular course, the course instructor may assign a failing grade.

Cases involving inappropriate use of technology by employees, including student workers, will be handled in accordance with existing personnel policies. Serious misuse may result in the termination of university employment.

Cases involving a violation of local, state, or federal laws will be referred to external authorities as directed by the Vice President of Business Services of Graceland University.

Cases involving non-students or non-employees will be referred to the area supervisor, who will take action appropriate to the incident. This may include contact with Graceland security and/or referral to other external authorities for action. Serious misuse may result in expulsion from all Graceland facilities for an indefinite period of time.

Code of Conduct

As a Christian institution, Graceland University seeks to foster relationships that reflect mutual concern, dignity, and individual worth. Consistent with its religious heritage and commitment to a healthful lifestyle, Graceland values and promotes:

- An alcohol-free environment.
- A tobacco-free environment.
- An environment is free of substance abuse.
- An environment is free of harassment and exploitation in sexual relationships.

Our social regulations reflect these values. All members of the Graceland community are expected to abide by all federal, state, and local laws. All members of the Graceland community will refrain from:

1. Acts that humiliate, harass, and/or abuse;
2. Theft or damage of property;
3. Disruptive behavior (including but not limited to actions resulting from the influence of alcohol and other drugs);
4. Substance abuse, including illegal manufacture, distribution, possession, or use of a controlled substance;
5. Sexual behavior which is offensive or fails to respect others' rights.

The complete University Official Code of Conduct may be viewed at the following link: Code of Conduct

Turnitin Plagiarism Detection Service - Submission Statement

Graceland University's School of Nursing highly values academic integrity and is committed to the fundamental value and obligation of preserving academic honesty among our faculty, students, and graduates. Students agree that by taking this course, all required papers may be subject to submission, at the discretion of the faculty member, for text comparison by Turnitin, a plagiarism detection service, and other means of detecting plagiarism. All papers submitted to Turnitin will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism in future papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on www.Turnitin.com

Discrimination

Graceland University does not discriminate against any student or prospective student based on race, color, religion, age, sex, national origin, disability, or sexual orientation. We are a caring community dedicated to the physical, intellectual, and spiritual well-being of each individual.

Gracelanders join together to create an atmosphere of openness, mutual respect, and diversity. ***The full policy and procedure for reporting any harassment concerns can be reviewed at: (Please login to view)***
Harassment, Discrimination and Sexual Misconduct Policy

Harassment Policy

Sexual and other harassment of students, faculty, or staff is not tolerated at Graceland University. Sexual and other harassment diminishes the university in achieving its mission through its insidious and detrimental impact on individual students, faculty, staff, and the university community as a whole. All harassment stifles the realization of the victim's full potential as a student, faculty, or staff member. Harassment is especially serious when it threatens relations between faculty and student, or supervisor and subordinate, by unfairly exploiting the power differential between the parties in the relationship. Likewise, Graceland University does not tolerate harassment between people of equal university status. The full policy and procedure for reporting any harassment concerns can be reviewed at:
Harassment, Discrimination and Sexual Misconduct Policy

Grievance Procedure

The School of Nursing follows the University Grievance Procedure as outlined in the University Catalog for resolution of formal student complaints or concerns that are not addressed by another University of School of Nursing Policy/Procedure. The formal grievance procedure outlines an informal and a formal procedure. Students with a complaint or concern can initiate either procedure. Formal complaints must be made in writing to the Dean of Students (Lamoni) or the respective School Dean (Independence) and include specific information, including the nature of the complaint and evidence supporting complaints. An investigation is initiated within 7 days of receipt. See the following link for the full policy at:
Grievance Procedure

I. Policy:
Graceland University School of Nursing faculty and students will comply with the HIPAA Privacy and Security Regulations, the Health Information Technology for Economic and Clinical Health Act (HITECH), and corresponding regulations in clinical, research, and institutional areas by implementing, maintaining, and using appropriate administrative, technical, and physical safeguards to prevent the improper use or disclosure of all Protected Health Information (PHI), including Electronic Health Information (EHI).

II. Procedure
- A. Students and instructors will comply with current HIPAA and corresponding HITECH Regulations to ensure the confidentiality of health or health-related Information.
- B. HIPAA and corresponding HITECH regulations will be followed in all areas that involve PHI and EHI.

C. All students will be familiar with the HIPAA Privacy Rule and Security Regulations, and HITECH policies and procedures in each of their clinical settings.

D. Current guidelines will be available to students and instructors at all times in the School of Nursing.

III. Reporting of Unauthorized Disclosures or Misuse of PHI

A. The student is responsible for immediately reporting to their preceptor, and instructor any violation of HIPAA and HITECH regulations.

B. The instructor shall report to the Facility any use or disclosure of PHI or EHI other than what is provided for by the facility agreement on the first day or no later than three business days. The School of Nursing will document such disclosures and will take prompt action to correct any unauthorized disclosures as required by applicable federal and state laws and regulations.

Student Disabilities Services

Graceland University is committed to full compliance with the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA). As part of the implementation of this law, the university will provide reasonable accommodations for students with disabilities so they can participate fully in the university's educational programs and activities. Although Graceland is not required by law to change the fundamental nature or essential curricular components of its programs, in order to accommodate the needs of disabled students, the university will provide reasonable academic accommodations.

Students requesting accommodations should complete an accommodation request by completing the Graceland University Accommodation Request Form.

After an accommodation request is completed, it is the student's responsibility to submit documentation to the Student Disability Services office.

Independence, MO, and Online students: Student Disability Services, please contact SDS-INDP@graceland.edu or call 816-423-4732.

Student Disability Services, Graceland University, 1401 W Truman Rd, Independence, MO 64050

Students with physical or mental disabilities are expected to contact their instructor at least 24 hours in advance to request approved accommodation(s). Student Disability Services will work with the course instructor to arrange for reasonable accommodations. Students are required at their own expense to provide documentation verifying their disability. The general definition of a student with a disability is any person who has a physical or mental impairment which substantially limits one or more of such person's activities and any person who has a history of or is regarded as having such an impairment.

Section 3: Graduate Nursing Programs of Study (POS)

All graduate nursing POS are offered primarily online via the Internet using a learning management system (LMS) that includes a variety of technologies for interaction among students and faculty**.** Courses are completed within a **sixteen (16) week trimester schedule** that generally includes a break between each trimester. The trimester academic calendar is available online at Academic Calendar. Full-time and part-time completion plan (CP) options are available for all programs. A completion plan option contract is completed by each student and submitted to Student Success Coaches at programadvising@graceland.edu, who build a POS completion schedule for each student.

The following programs are currently offered by GU-SON:

Doctor of Nursing Practice (DNP)

- Organizational Leadership emphasis

Master of Science in Nursing (MSN)

- Family Nurse Practitioner (FNP)
- Adult & Gerontology Acute Care Nurse Practitioner (AGACNP)
- Psychiatric Mental Health Nurse Practitioner (PMHNP)

Post-graduate Certificate (PGCT)

- Family Nurse Practitioner (FNP)
- Adult & Gerontology Acute Care Nurse Practitioner (AGACNP)
- Psychiatric Mental Health Nurse Practitioner (PMHNP)
- Nurse Educator (NE)

The **DNP degree** program requires documented completion of a minimum of 1,000 post-BSN supervised practice hours. DNP practice hours include verified practice hours from the Master's POS, field experiences in selected DNP courses, individualized advanced practice experiences completed in the student's home community, and the completion of a faculty-supervised and peer-reviewed Practice Improvement Project.

MSN degree and Post-Graduate Certificate (PGCT) programs include at least one virtual or on-ground focus session of 2 or 3 days, field experiences in selected courses, and direct care clinical practicum experiences arranged by the student (with the assistance of GU) and completed in the student's home community. See POS below for more information related to program requirements, practice hours, focus session schedules, and field experiences.

The **Nurse Educator post-graduate certificate (PGCT) courses (12 sh; 4 courses) may be incorporated into and/or added at the end** of the MSN & DNP degree programs of study. The addition of the PGCT-NE courses does not delay completion or graduation from the degree program.

Review degree & post-graduate certificate Programs of Study (POS), admission & graduation requirements, and course descriptions in the Graduate Catalog.
Graduate Catalog

Completion Plans

Program completion plan options have been developed by the School of Nursing faculty. Courses are grouped and sequenced to optimize student success. Prerequisite and core courses are foundational to enhance the probability of success in the program. Upon acceptance, all students are admitted to the full-time completion plan. Changes to course schedules and sequencing that do not affect student progression through the POS to which they are admitted are subject to change without notice. Students will be notified of any changes as they occur via their Graceland Outlook email account.

Full-time and part-time completion plan (CP) options are available for all programs and may be requested in advance from programadvising@graceland.edu. CP options are available for review and discussion in the online Program Orientation course completed during the first term of enrollment. Every student accepted to the graduate program within the SON is required to submit a CP Contract committing to one of the completion plan options (full-time/part-time). A completion schedule based on the student's desired option will be created by a GU Program Consultant and sent to the student for personal consideration.

Requests for changes to the previously agreed upon Completion Plan Contract must be submitted in writing to the Program Consultant, who will develop a revised plan reflecting the student's request. A Completion Plan Change Request form that includes a copy of the original contract and the proposed change(s) will be sent to the appropriate program administrator for review. The Program Coordinator is available to discuss revisions with the student and make a recommendation in writing on the Change Request form. A copy of this form will be sent to the student and the Program Consultant for processing. Changes in a Completion Plan may result in the student being re-assigned to a different cohort and/or delaying the anticipated graduation date. Students with revised completion plans will be allowed to enroll in courses on a space-available basis only. **A re-sequencing fee may be assessed to the student each time a revision or change is made.**

Completion Plans (CP), master course syllabi, DNP Project Guidelines, and academic policies & procedures are accessible via hyperlinks on the myGraceland SON Resources page at SON Resources. Contact programadvising@graceland.edu for questions or assistance.

Virtual and On-Campus Focus Session

A virtual Focus Session is scheduled each trimester for the FNP and PMHNP programs, usually during weeks 6-7, in conjunction with the Advanced Practice Competencies Lab courses (NURS5194 & NURS5196).

An On-campus Focus Session is scheduled each trimester (during week 11 or 12) of the 16-week trimester for the AGACNP program in conjunction with the Advanced Practice Competencies Lab (NURS5195).

These sessions provide a learning experience with opportunities to meet faculty and staff and become acquainted with cohort classmates while engaging in learning activities and completing competency requirements. Focus sessions extend over a period of 2-3 full days (8 am-5 pm). Students who attend a Focus Session may not withdraw from the course if a failure is assessed during the Focus Session. Failure to satisfactorily complete a required focus session may result in a delay in progression.

All graduate students are emailed complete Focus Session details well in advance of each session. For On-campus Focus Sessions, students are responsible for making their own housing and transportation arrangements. Hotel recommendations are provided by the Graduate Programs Administrative Assistant at songraduateprograms@graceland.edu. Most students rent a car for personal use during their Focus Session stay. There are NO housing facilities on campus. Coffee, snacks, and lunches are provided each day during focus sessions.

All university facilities are available to students during the focus sessions. The computer lab is open and free for student use during weekdays at the Independence Campus. Wireless access is also available throughout the Independence Campus building.

Section 4: Online Program Procedures and Support

Course Registration

Students are responsible for contacting their program consultant each term to register and enroll in courses according to their completion plan. Enrollment deadlines for each trimester are shown below.

Registration Deadlines:	**Spring (Jan-Apr)**	**December 1st**
	Summer (May-Aug)	**April 1st**
	Fall (Sept-Dec)	**August 1st**

***Late enrollment may be permitted on a space-available basis only. A late enrollment fee may be assessed.**

Shipment of Study Materials

Students should order books through their program consultant when they register for courses. Students wishing to purchase their books elsewhere should let the Program Consultant know at the time of registration.

Course materials will be shipped to all U.S. Zip Codes by FedEx Ground, except for Hawaii and Alaska. All Post Office Boxes will be shipped by Priority Mail.

Students residing overseas are reminded that surface mail may take several weeks to arrive. If your address does not have a U.S. ZIP **Code designation, you must order and pay for Air Mail delivery of course materials.**

Shipping delays, slow shipments from publishers, or temporary text shortages may cause a delay in the shipment of study materials.

Advisory Services

Graceland provides multi-layers of advisory services.

Students are supported in their program by:

Student Success Coaches guide students through course registration and enrollment, completion schedules, facilitate communications with financial aid and student accounts offices, etc.

Specialty Track Coordinators are available to assist students with questions and concerns related to course workload issues, requests for changes in completion plans, petitions for an exception to academic policy, and progression issues. Specialty track coordinators also serve as special faculty advisors for students on academic probation.

Library Services

An orientation to the library and its services are provided during the Online Program Orientation.

Electronic article databases can be accessed at the Grabske Library homepage: Research | Graceland Libraries

To log into the databases, please use your MyGraceland log-in. This should be the part of your email address before the @ symbol, and the password is the same as your MyGraceland password.

Databases Graceland makes available to GU nursing students include: Nursing Students | Graceland Libraries

UpToDate

CINAHL with full-text

Health Source Nursing Academic with full-text

Ovid Nursing Essentials with full-text

Ovid Total Access

Cochrane Database of Systematic Reviews

Science Direct College Edition

PubMed with some full-text

**Searching in PubMed will yield the most comprehensive results. Even though PubMed is a free resource, it should be accessed through our homepage so you can utilize the links to our full-text. There are tutorial links on our homepage to assist you in searching PubMed.*

Please check these databases and our online journals link in the left navigation for the free full text before requesting articles from the library. Also, it will tell you Search for full-text how to access a particular journal title. Type the name of the title in the search box and follow the links.

Some journals will offer free full text after a year. Using Google Scholar to check for the journal title and articles will assist in this process.

The library will try to obtain your requested articles/items at no charge. Some journals may be difficult, if not impossible, to find, especially foreign ones.

If the number of articles you need is large, the library will process seven (7) requests per student per day.

Article requests will be handled as quickly as possible, but the speed of delivery may be affected by the interlibrary loan workload. Please ask as far in advance as possible. Some articles may be delivered in as little as 24 hours, but some may take up to a week.

Students are allowed to receive 50 inter-library loan articles in a calendar year due to copyright restrictions. The number of articles that can be obtained from the library's collection is unlimited.

If you have questions about how and where to search or reference questions, article, and document delivery questions, please contact gracelandlibraries.org. Library orientation will primarily use PubMed and will be part of the Orientation.

Basic Technology Skill Competencies

Students enrolled in online courses will quickly recognize the need for basic technology skills. The faculty designs assignments with the expectation that students will be able to use the basic skills required. **Students who cannot perform these functions are advised to enroll in refresher courses at a local community college or seek a tutor.** Graduate faculty are unable to make concessions or provide instruction for students who do not have the skill sets required for online coursework.

Please check the basic computer skills listed below and make sure you can perform them.

1. Create a new folder on the hard drive/desktop
2. Save a file to the desktop
3. Change a file and folder name
4. Attach a file to an email
5. Access your email from a web browser such as Google Chrome or Mozilla Firefox
6. Add a bookmark or a favorite to your Internet browser
7. Use spell check in a word processing document
8. Select a few paragraphs on a website and print them, not the entire page
9. Cut and paste info from the Internet into a word-processing document
10. Make a screenshot and paste it into a word-processing document
11. Insert a page break into a word-processing document
12. Log in and search a library database
13. Find an article in a database and download a .pdf (the entire article) to your hard drive
14. Download program updates from the Internet and install them

Technical Support

In the event of an occasional need for technical support, Graceland provides the following assistance:

1) Graceland Lamoni Help Desk –
    a. can assist with computer-related issues: email, passwords, My Info, Advise
    b. 1-641-784-5400; techsupport@graceland.edu

2) BrightSpace D2L Help Desk
    a. can assist with issues inside courses: assignment folders, doc sharing, grades, etc.
    b. contact D2L Technical Support at 1-877-325-7778 or click here to submit an issue via email
3) GU Personnel
    a. They are available upon referral by either of the Help Desks.

Section 5: Student Responsibilities

Student Conduct

As practicing professionals, students are responsible participants in their educational experience at Graceland University. Students are expected to display professionalism, respect, and kindness in all aspects of their work and study. This includes, but is not limited to, email conversations, discussion posts, phone calls, meetings online, and face-to-face encounters with fellow students, faculty, staff, preceptors, clinical agencies, and patients. Incidences of student incivility will be reported to the Graduate Student Affairs Committee (GSAC) for appropriate action, which may include:

A. Written warning
B. Probation
C. Dismissal

Licensure

All graduate students must maintain current unencumbered registered nurse licensure in their state of residence to practice nursing as a registered nurse throughout their educational program at Graceland University. In addition, students must hold unencumbered licensure as a registered nurse in any state where the practicum/practice requirements are completed. The student is required to provide verification of licensure from the appropriate state board. A copy of the RN license is no longer accepted as proof.

> Graceland University's undergraduate residential campus is located in the state of Iowa; therefore, our students and faculty must abide by the regulations of the Iowa Board of Nursing. Section 2.5(5) from the Iowa Administrative Code, chapter 2, nursing educational programs: Nursing courses with a clinical component may **not** be taken by a person:
>
> a. who has been denied licensure by the board,
> b. whose license is currently suspended, surrendered, or revoked in any United States jurisdiction,
> c. whose license/registration is currently suspended, surrendered, or revoked in another country due to disciplinary action,
> d. who has not satisfactorily passed a background check.

Liability Insurance

All graduate students enrolled in practicum courses must participate in the Graceland University Nursing Student Liability Insurance Program. Graceland provides liability insurance only during scheduled practicum experiences. Fees related to liability coverage are assessed as part of the practicum enrollment fee.

Safe Practice

To ensure safe practices, students are expected to:

1. Assume responsibility for your own actions,
2. Demonstrate self-discipline in meeting commitments and obligations, e.g., keeping appointments, submitting written assignments on time, etc.
3. Prepare in advance for practicum experience,
4. Report unsafe practices,
5. Apply safety measures to nursing interventions,
6. Function within the guidelines and policies of the institution in which they are practicing and within the Scope of Practice of the state,
7. Maintain personal physical and emotional stability,
8. Communicate appropriately, adequately, truthfully, verbally, and in writing,
9. Recognize your own limitations and the need for appropriate supervision,
10. Provide appropriate care for all individuals regardless of age, sex, race, sexual orientation, or diagnosis,
11. Judiciously protect the information of a confidential matter, and
12. Obtain the preceptor's signature on all patient documentation (including office charting and Prescriptions).
13. Notify the Dean's office of any change in licensure status, i.e., probation, revocation, and/or suspension.

Ethical Practice

The philosophical basis for safe practice by students and faculty is the American Nurses Association (ANA) Code of Ethics (2015), which follows:

1. The nurse practices compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice, makes decisions, and takes action consistently with the obligation to promote health and to provide optimal care.

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Section 6: Academic Progress

Refer to the Graduate Catalog for the following university Academic Policies and Graduate Catalog. These policies originate within the GU Graduate Council and apply to all GU graduate students.

- Academic Integrity Policy
- Academic Appeal Policy
- Exception to Academic Policy
- Advising & Registration
  - Administration Withdrawal from Online Courses
  - Withdrawal from the University
  - Student Stop Out
  - Mobilization of Students to Active Duty in the Military
- Center for Graduate and Continuing Studies (CGCS)
- Release of Information
- Satisfactory Academic Progress
- System of Grading
  - Credit Hour Definition
  - Changing a Course Grade
  - Courses Repeated
  - Graduate-Level Topics Course
  - Incomplete Grades
  - Grade Reports
- Transcripts

Refer to SON Graduate Nursing policies for links to the following SON Academic Policies and Procedures. These policies originate within the SON and apply to students enrolled in SON graduate degree and post-graduate certificate programs. They are approved by the SON-GSAC, SON-FGA, and GU Graduate Council.

- Application and Admission
- Change or Addition of Concentration/Specialty Track
- Faculty Concern Policy & Form
- Program Completion Plan Change Request & Form
- Progression, Probation, Dismissal
- Reactivation Following Stop-Out, Withdrawal, Dismissal
- Readmission Following Stop-out, Withdrawal, Dismissal
- Transfer Credit, Graduate Nursing Programs
- Visiting Students

Selected academic policies and procedures are summarized below.
Comprehensive academic policies & procedures and forms are available to faculty and enrolled students, as noted above. You will need to download forms to your desktop and open them from your computer to complete and submit them.

Grading

Grades are earned through the completion of course requirements. Points are awarded based on the level of achievement of expected outcomes. The amount of time and effort required to satisfactorily achieve expected outcomes will vary among students. Earned points for each graded learning activity are posted in BrightSpace grades throughout the term. Students are responsible for tracking their own progress. **Questions or concerns regarding points awarded for any graded learning activity should be addressed to faculty within one week of the grade posting**.

Final grades will not be rounded up or down, i.e., 89.99% will be assigned a grade of B. Assessment scores will not be curved, and extra credit opportunities are not available at the graduate level.

Grading Scale

A grade of B (80%) or better (above average work) is required to pass graduate level nursing courses**.** Final grades are computed according to the following standard based on a total of 100%.

A = 90-100%
B = 80-89.9%
C = 70-79.9%
D = 60-69.9%
F = 0-59.9%

Grade point average (GPA) is calculated by the registrar's office as follows:

A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

The academic year (AY) is divided into three 16-week trimesters: Summer (May-Aug), Fall (Sept-Dec), & Spring (Jan-Apr). Faculty are out of the office and unavailable during break weeks. Refer to the trimester academic calendar for specific dates.

Incomplete Grade Policy

A written request for a grade of incomplete ("I") is initiated by the student at least two weeks prior to the course end date. Faculty may assign a grade of "I" in cases when students are unable to complete the work for a course due to reasons beyond their control or in cases when the faculty deems an "I" the most appropriate grade to give. The grade of "I" should be used only in cases where the incomplete is unavoidable, and the student is currently passing the course. Students may be required to provide formal documentation to support an incomplete grade request.

An electronic "Incomplete Grade Contract" includes the reason for the incomplete work that must be completed to earn a final course grade, and the required completion date is generated when an "I" is submitted as a course grade. The completion date must be no later than the last day of the next scheduled term. For example, an Incomplete Grade Contract for a course in the A session of a 16-week trimester will have a completion date of the last day of the B session in that same 16-week trimester, and a contract for a course scheduled during the Spring trimester will have a completion date of the last day of the Summer trimester. The "I" is a temporary grade and will be automatically converted to an "F" if the course has not been completed by the end of the next scheduled term. Extensions beyond one scheduled term are not allowed for graduate courses.

An extended access fee is required for the use of the online course site.

Assignment Guidelines

1. Due dates for graded learning activities (participation, written assignments, quizzes/exams, etc.) are clearly posted by the faculty on the course **schedule** within each course.
2. The timestamp in BrightSpace officially documents the date and time of submission. Most graded assignments are due by midnight Central Standard Time (CST) of the posted due date. Due dates for discussion posts (initial, peer-response, final) may vary depending on the length and structure of the discussion period. See the course schedule and individual guidelines for each learning activity. Students are expected to adjust the time for their zone to avoid late submission. For example, students in the Mountain Time Zone must submit, post, etc., by 11 pm MT to meet the midnight CST deadline. The date and time that are marked in Brightspace when students submit assignments are in CST.
3. Submission of assignments for faculty to review prior to grading or for re-grading is not permitted unless otherwise specified in the assignment guidelines.
4. Rubrics for evaluation are posted for each graded assignment. Feedback is provided for any deduction of points.
5. Students should generally expect feedback within 7 days of the posted due date. *Feedback may be delayed for up to 14 days* from the posted due date in certain circumstances, such as extended due dates (see below). Graded assignments will not be returned to any student until all assignments have been submitted. Faculty will notify students of any expected delays in response time.
6. Students are expected to review feedback on graded assignments and seek clarification of any questions within 1 week of the grade posting.
7. **Ten percent (10%) per day will be deducted from the *earned* score for all graded learning activities submitted past the posted due date for up to a maximum of five (5) calendar days (this includes weekends and public holidays)**
8. Work submitted more than five (5) days overdue will not be graded by faculty, and a score of zero (0) points will be recorded. **Timely participation is crucial for meaningful and effective discussions; therefore, late submissions are generally not accepted for discussion posts, and zero points will be recorded for posts made after the posted due date**.

Due Date Extensions

1. Students should submit requests for due date extensions to faculty in writing no later than noon on Friday prior to the due date. Extensions are usually only granted for a maximum of one week.
2. Extensions are granted at the discretion of course faculty in an ***emergency or extraordinary*** circumstances such as the following:
   - ***Medical illness***: a medical certificate may be requested by faculty.
   - ***Compassionate grounds***: those situations for which compassionate leave is normally granted in employment.
   - ***Unexpected misadventure***, hardship, or trauma: documentation may be requested by faculty
3. Work or other study commitments, computer crashes, or printer failures are NOT valid reasons for an extension.
4. No penalty will apply if an extension is sought and granted by the responsible person or delegate. If the assignment is handed in after the extension period, then established penalties will apply.
5. Students whose circumstances require extensions longer than one week are advised to meet with faculty to discuss available options, including course withdrawal or incomplete grade assignment.

Satisfactory Academic Progress

A graduate student enrolled in 5-9 semester hours per trimester will be considered full-time.

Financial Aid

Financial Aid Eligibility: To maintain eligibility for federal financial aid, graduate students must:

1. Maintain at least a 3.00 cumulative grade point average.
2. Be enrolled in a minimum of 3 semester hours of graduate courses each trimester.

Progression, Probation, & Dismissal

Within the School of Nursing, students must fulfill the requirements for theoretical/didactic and clinical practicum components of the graduate curriculum, demonstrate academic integrity, ethical conduct, and maintain a level of health that contributes to their meeting course objectives. The Graduate Student Affairs Committee (GSAC) is empowered by the faculty within the School of Nursing to impose academic probation or dismiss students from the graduate nursing program, as deemed appropriate. Progression occurs when a student successfully passes all courses taken each term. Academic probation may be imposed to monitor and support the student's progression through the graduate program of study.

A. Progression criteria:
A grade of "B" or better in all graduate nursing courses.

B. Letter of Warning criteria:
1. First course grade of "C" or below in any graduate nursing course.
2. Second documented "W" after the 20% withdrawal date from any graduate nursing course.

C. Letter of Warning procedure:
1. Academic progress reports will be reviewed by the Graduate Programs Dean's Office following the posting of course grades for each term and semester.
2. *Letters of Warning* will be sent from the Dean's Office to students meeting the above criteria.

D. Probation criteria
1. Faculty recommendation for any reason that places the student "at risk" of failure or dismissal.
2. Readmission following dismissal.

E. Probation procedure:
1. Faculty recommendations for probation are submitted to the GSAC via the Concern Form (see related policy & procedure *Faculty Concern Forms*).
2. Students may file a petition for readmission to the graduate program following dismissal one time only (see related policy & procedure *Student Petition for Exception to Academic Policy).*
3. The GSAC reviews concern forms submitted by faculty & student petitions for readmission on a monthly basis at regularly scheduled meetings.
4. Students and program administrators are notified, in writing, of GSAC decisions regarding probation within one week.
5. Written notification of probation will include information regarding the terms of probation and the assignment of a Faculty Advisor.

6. Students on probation are required to establish and maintain regular communication with the assigned Faculty Advisor throughout the term of probation.

F. Dismissal criteria:
   1. Two final course grades of "C" or below in any graduate nursing course
   2. Three documented withdrawals after the 20% withdrawal date from any graduate nursing course.
   3. Failure to meet terms of probation.
   4. Faculty recommendation, via submission of a Concern Form, to the Graduate Student Affairs Committee (GSAC) for any reason deemed appropriate by the GSAC including, but not limited to:
      a. unprofessional or inappropriate behavior in the classroom, clinical setting, discussion, online meetings, or email communications;
      b. violation of the academic integrity policy;
      c. unsafe clinical practice.

G. Dismissal procedure:
   1. Academic progress reports will be reviewed by the Dean's Office following the posting of course grades for each term and semester.
   2. *Letters of Dismissal* will be sent from the Dean's Office to students meeting the following criteria:
      a. Two final course grades of "C" or below in any graduate nursing course
      b. Three documented withdrawals after the 20% withdrawal date from any graduate nursing course.
   3. Faculty recommendations for dismissal are submitted to the GSAC via the Concern Form (see related policy & procedure *Faculty Concern Forms*).
   4. The GSAC reviews concern forms submitted by faculty on a monthly basis at regularly scheduled meetings.
   5. Students and program administrators are notified, in writing, of GSAC decisions regarding dismissal within one week.
   6. Written notification of dismissal will include information regarding appeal and petition processes.
   7. Students may petition for readmission one time. However, the student must complete a mandatory one-semester "stop-out" prior to being readmitted and enrolling in a class.

Readmission, Stop-Out

Students who have been dismissed, administratively withdrawn from the university, or on "stop-out" for *less than 3 consecutive trimesters* may submit a petition for an academic exception form for SON Academic policies to the GSAC, demonstrating evidence that the circumstances have substantially improved. Petitions for readmission are reviewed and acted upon during the next scheduled GSAC meeting. Petition for readmission will only be considered one time during a student's program of study.

Students who have not been enrolled in a course for *more than 3 consecutive trimesters* (one year) must re-apply for admission. Applications for readmission are reviewed during the next scheduled admission cycle. Application for readmission will only be considered one-time during a student's program of study. Readmission is based on current criteria used for admission to the program and space availability. Students who are readmitted must complete all program requirements within the required time frame from the initial date of admission (see graduation requirements posted in the graduate catalog).

Students approved for readmission may be placed on probationary status at the discretion of the Graduate Student Affairs Committee (refer to probationary policy).

Student Initiated Course Withdrawal

Students send a written request to withdraw to the appropriate Student Success Coach. Students may withdraw from a course through twenty percent (refer to the trimester academic calendar for specific dates) of the session without a "W" grade. A grade of "W" is recorded in any course from which the student withdraws after twenty percent and through sixty percent of the session. After sixty percent of the session is complete, the student is not allowed to withdraw from the course and will be awarded the appropriate grade in the course.

Two documented course withdrawals will generate a *Letter of Warning* from the SON Graduate Programs Office. Three documented withdrawals from SON graduate courses after the 20% withdrawal date will result in dismissal from the graduate nursing program.

Administrative Withdrawal

Students not returning to Graceland for the next trimester, term, or session are required to be placed on a "stop out." Students not enrolling for the next trimester, term, or session following a stop-out will be administratively withdrawn from Graceland University. Students must petition the GSAC for reactivation or readmission following administrative withdrawal from the university.

Reactivation to the Graduate Nursing Program

- Students who have not been enrolled in a course for more than 3 consecutive trimesters (one year) must re-apply for readmission.
    - Readmission is based on current criteria used for admission to the program and space availability.
    - Transfer credit time limits apply to all previously completed courses. Any courses exceeding the time limits must be repeated immediately upon readmission.
    - All Practicum courses in tracks associated with didactic courses must be taken within 12 months of each other. Program-specific practicum support courses expire after one year of inactivity and must be retaken.

Change or Addition of MSN Specialty Track

Students apply and are admitted into a designated specialty track according to the Graduate Nursing Application & Admission Policy and Procedure. The MSN-NE post-graduate certificate (PGCT) courses may be added to a graduate nursing program of study (POS) at any time. Students wishing to add NE courses to a current POS should contact the student success coach to revise their completion plan schedule. No re-sequencing fee is assessed for the addition of NE courses to a current POS.

Currently enrolled MSN or PGCT students wishing to change to a different specialty track must submit a written request to the Graduate Programs Office (songraduateprograms@graceland.edu) to be considered in the next pool of applicants. Applications to a different specialty track will be considered according to the current Application and Admission Policy and Procedure. Students will be admitted to new or additional specialty tracks under the program requirements published in the catalog at the time of transfer. A re-sequencing fee will be assessed to the student upon admission to a new specialty track.

Currently enrolled MSN & DNP degree students may submit a written request to the Graduate Programs Office (songraduateprograms@graceland.edu) for unimpeded matriculation into a PGCT program of study within one calendar year of completion of the MSN degree. Graduates of longer than one calendar year must apply for admission according to the current Graduate Application & Admission Policy and Procedure.

Faculty Concern Policy

Within the School of Nursing, faculty, and students are expected to promote and maintain an environment that is supportive of academic integrity and professional behavior. Faculty are encouraged to complete and submit a *Graduate Faculty Concern Form* for any reason they deem appropriate, including, but not limited to the following:

A. Violations of the academic integrity policy (see below)
   1. Cheating: giving or receiving unauthorized assistance in any assignment.
   2. Plagiarism: the use of ideas, language, or work of another without sufficient acknowledgment that the material is not one's own or submission of the work of another, whether altered or unaltered, as one's own. Students are to be guided by the latest edition of the Publication Manual of the American Psychological Association.
   3. Manipulation or alteration of another student's or faculty's academic work.
   4. Unauthorized use, removal, concealment, or defacement of the library, skills lab, or faculty resources, e.g., books, equipment, files, papers, tests.
   5. Submitting the same work or portions of work for more than one class without the prior written approval of faculty.
   6. Collusion: assisting another student in an act of dishonesty.
   7. Lying: conveying any untruth, either verbal or written.

B. Unprofessional behavior (verbal or written, virtual or live)
   1. Disrespectful to faculty, staff, or peers
   2. Persistent negative and/or inflammatory behavior
   3. Use of inappropriate language
   4. Lack of accountability or responsibility for actions
   5. Disregarding the well-being and needs of patients: acts of commission or omission that could adversely affect the patient, e.g., medication errors, failure to provide safe, appropriate care, failure to follow supervisor/faculty instructions for care, breach of client confidentiality.
   6. Discriminatory or culturally insensitive behavior

C. Academic Performance: Any reason that may place the student at risk for dismissal or failure to complete program requirements, such as
   1. Insufficient or lack of academic skills to support the successful completion of a graduate program of study.
   2. Insufficient or lack of technology competencies to support the successful completion of an online graduate program of study.
   3. Persistent borderline performance in coursework.
   4. Inconsistent or minimal participation in coursework.
   5. Poor writing or verbal communication skills.
   6. Frequent requests for exceptions or special accommodations not related to a documented disability.

Academic Integrity and Graduate Student Integrity Policy

Honesty and integrity are pre-requisites to academic life and professional practice. The standards of academic conduct address meeting established academic criteria and behavioral integrity in performing the academic work of the School. Faculty are required to investigate and report any concerns regarding student violations of academic policy. Faculty concerns are submitted in writing to the appropriate school committee for review and action. The student is informed when a concern has been submitted and may respond in writing to the concern prior to committee review. Academic integrity violations are reviewed and acted upon by school academic committees at regularly scheduled monthly meetings.

Committee decisions for dismissal may be appealed to the Dean of the School. Refer to the Academic Appeals Policy & Procedure. In the case of all other sanctions, the decision of the school committee is considered final. **Failure to comply with committee-imposed sanctions may result in immediate dismissal without the option for readmission**.

Academic Misconduct:

Academic misconduct is a breach of honesty, integrity, or standards. Examples of academic misconduct include but are not limited to the following:

1. *Cheating*: giving or receiving unauthorized assistance in any assignment.
2. *Plagiarism*: the use of ideas, language, or work of another without sufficient acknowledgment that the material is not one's own or submission of the work of another, whether altered or unaltered, as one's own. Students are guided by the latest edition of the Publication Manual of the American Psychological Association (APA).
3. *Manipulation or alteration* of another student's or faculty's academic work.
4. *Unauthorized use, removal, concealment, or defacement* of the library, skills lab, or faculty resources (e.g., books, equipment, files, papers, tests).
5. *Submitting the same work or portions of work* for more than one class without the prior written approval of faculty.
6. *Collusion*: assisting another student in an act of dishonesty.
7. *Lying*: conveying any untruth, either verbal or written.
8. *Disregarding the well-being and needs* of individuals or populations in professional practice (e.g., failure to provide safe, appropriate care, breach of confidentiality, failure to follow supervisor/faculty instructions).
9. *Fraud*

Sanctions imposed by school committees for academic misconduct *may* include, but are not limited to:

1. Written notification of the student's act of academic misconduct and potential consequences placed in the student's file.
2. Assigning a zero (no points) for a test, assignment, or paper.
3. Assigning a failing course grade.
4. Placing the student on probation.
5. Dismissal from the program.

Plagiarism

GU values our students' level of integrity and professionalism throughout their education and as they continue in their professional careers. Therefore, students are held to a high standard of competence and recognition where plagiarism is involved. GU policy requires the reporting of all incidences of plagiarism to the *School Dean & the Vice President for Academic Affairs (VPAA)* and outlines the following actions for each occurrence.

1st occurrence:

- Written Warning is placed in the student file.
- A grade of "0" is to be recorded by the course faculty for the offending assignment(s) with no opportunity to remediate that paper or assignment.

2nd occurrence:

- A grade of "0" will be recorded by the course faculty for the offending assignment(s) with no opportunity to remediate that paper or assignment.
- Academic probation for the remainder of the current term and the next term. During this time, the student must submit any referenced work to a plagiarism detection program. Revisions must be made as needed to demonstrate original work and achieve a non-originality score of 35% or less before submitting the assignment. Reports are to be submitted to the course faculty with each assignment. Reports will be permanently filed within each BrightSpace course site by course faculty and/or placed in the student's file.

3rd occurrence:

- Assignment of a grade of "F" for the course in which the student is enrolled at the time of the infraction.
- Academic probation for the remainder of the program. During this time, the assigned faculty advisor will randomly check submitted assignments for plagiarism.

4th occurrence:

- Immediate dismissal from the program without the option for readmission.

Appeal Policy & Procedure

Students are responsible for meeting the standards of academic performance established for each enrolled course. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the course faculty. Grade appeal is available only for the review of allegedly capricious grading and not for the review of the faculty's evaluation of the student's academic performance. A student may appeal either of the following:

1. Failing final course grade
2. Program dismissal

Capricious grading, as the term is used here, consists *only* of the assignment of a grade to a particular student:

1. on some basis other than the performance in the course,
2. by resorting to more exacting or demanding standards than were applied to other students in the course, and/or
3. by a substantial departure from the instructor's previously announced standards.

Graduate Student Petition for Exception to Academic Policy

Within the graduate programs, student requests for exceptions to academic policies are reviewed and acted upon by the appropriate committees within the school. Decisions by the school committee are final. Examples of issues appropriate for student petitions for exceptions to academic policy may include, but are not limited to:

1. Reactivation following a "stop-out" or inactive status of less than one calendar year.
2. Readmission following dismissal or inactive status of longer than one calendar year.
3. Exceptions to a graduate program or specialty track requirements due to extraordinary circumstances.
4. Change in or addition of a specialty track or emphasis.

Students should contact their Student Success Coach for assistance with filing a petition for exceptions to academic policy.

Application for Graduation or Postgraduate Certificate

For the registrar to perform a graduation audit and to verify that students have completed their program, students are asked to file an Application for Graduation or the Application for Certificate ***six months*** prior to their anticipated completion date. *Degree-seeking students must complete an Application for Graduation. Certificate students file an Application for Certificate.* These processes are completed online at Registrar -Online Forms.

Commencement

Degree-seeking graduate students are expected to complete all requirements for graduation to participate in commencement. Certification students may participate in graduation if they desire.

Students who have completed graduate-degree programs and who choose to attend Commencement Ceremonies will receive the **Master or Doctoral Hood.** The hood is the most important and distinctive feature of attire for formal academic ceremonies in American colleges today. The inside of the hood is lined with silk in the official academic colors of the institution, which for Graceland are blue and gold.

Section 7: Recognition of Nursing Students and Graduates

Graduate Student Awards

Graduating MSN & DNP students are eligible for the following awards, as noted in the criteria. These are awarded annually in December. Students are notified and sent the award in the mail. Award recipients are noted in the Graduation Program. Faculty recommendations are subject to approval by the SON administration.

- **Dean's Social Political Award**

- **Evelyn Berryman Barritt Creativity Award**
  The SON Coordinating Council and/or an appropriate body, including a Graceland faculty/representative from the Lamoni campus, will make a selection based on the creative accomplishments of nursing alumni, graduating students, or faculty. Examples include, but are not limited to the following:
  1. Make a unique contribution to others or the community,
  2. Revitalize a traditional theme in a creative manner,
  3. Demonstrate originality in the area of the arts such as literature, visual arts, music, performing arts, or other creative entrepreneurial actions showing aesthetic or altruistic accomplishment.

- **Higdon Award for Excellence in Advanced Practice Nursing**
  Faculty will rate graduating students for overall scholarship, clinical expertise, professionalism, and community leadership. One graduate from each graduate specialty track may be identified and recommended for this award.

- **Sigma Theta Tau (Pi Eta chapter) Special Recognition Graduate Student Award**
  Sponsored by: **Pi Eta** Chapter of Sigma Theta Tau International Society of Nursing
  Chapter board members and faculty will honor a graduate student for this award in recognition of the student's scholarship, clinical excellence, professionalism, and/or leadership. Students may request a nomination by speaking with a faculty member. Candidates for the award must be members of the Pi Eta chapter of STTI and will be nominated by Graceland faculty and reviewed by the Pi Eta board members. Clinical excellence, leadership, professionalism, and academic excellence (including scholarly projects) and projects associated with Graceland or STTI (that may or may not be part of the curriculum) will be considered during the selection process. The final award will be selected by Pi Eta board members from the faculty nominations.

- ***Gerald Jeschke Perseverance Award***
  This annual award is given to a graduating MSN student who has demonstrated perseverance in the face of significant obstacles to completing his/her education. Nominations for this award may come from faculty, the student, or student peers and are due by April 30 to the MSN Administrative Assistant, songraduateprograms@graceland.edu.

Pi Eta Chapter - Sigma Theta Tau (ΣΘΤ)

International Honor Society of Nursing

The Pi Eta Chapter of STTI was chartered in March 2000. There are a total of 451 chapters in STTI and over 405,000 members who live in more than 92 different countries. It is a prestigious organization and provides many exciting opportunities for nurses around the world. Students are invited into the honor society based on academic achievement and academic integrity. MSN & DNP graduates must achieve a GPA of 3.5 to earn an invitation to join. Explore Home - Pi Eta Chapter for more information.

Section 8: Important Forms

You will need to download forms to your desktop and open them from your computer to complete and submit the form.

Change or Addition of a Specialty Track

Faculty Concern Form

Petition for Academic Exception

Section 9: MSN Practicum Guidelines

General Introduction to Practicums

The following section covers the required items for all of GU's MSN Practicums. The guidelines that are specific to each program are found in the next sections in the GS Handbook. Those sections are as follows:

- **Section 10:** Family Nurse Practitioner **(FNP)** Practicum Guidelines
- **Section 11:** Adult-Gerontology Acute Care Nurse Practitioner **(AGACNP)** Practicum Guidelines
- **Section 12:** Psychiatric-Mental Health Nurse Practitioner **(PMHNP)** Practicum Guidelines

NEW – Help finding preceptors with NPHub.

Graceland University Practicum Placement through NPHub

Graceland University (GU) has partnered **with NPHub to find preceptors for FNP and PMHNP students only and in most states except Minnesota.** The cost of this service will be passed on to the students, but students may use financial aid to cover the cost. Once a student opts in to use this service, NPHub will find and contract with a preceptor on behalf of Graceland University and the student. Preceptors are vetted through NPHub and will receive an honorarium for precepting each student. The preceptor list from NPHub will only be preceptors that are being offered to GU students.

Steps to the process:

- All students complete Form 1 to opt in or opt out of using NPHub. (Form One is emailed to students about 25 weeks before the term is due to start and is due within 2 weeks.)
    - Those Opting out of using NPHub will not have additional forms and may not be able to change their mind later.
    - Those Opting in will receive Form 2 from the GU Contract Coordinator as a DocuSign form. (Form Two will be sent about 22 weeks before the term is due to start and is due within 7 weeks.) Students will need a copy of a CV/Resume to attach along with signing release forms and other needed signatures. A copy of this DocuSign is sent to NPHub when submitted.

    - NOTE: The actual due date will be listed on each form. The weeks of lead time are used by NPHub to find possible preceptors for each student.
- NPHub will secure preceptors who are willing to take students, vet the preceptor, and list which preceptors are available for the student based on their home city and state. The distance to the preceptor will be within 90 minutes of the student's home.
- Students will get a login for NPHub, where they will select from the listed preceptors for their area. Once selected and NPHub has obtained the needed contracts and information, they will confirm and have the student sign an agreement to accept the preceptor.
- Once fully confirmed by the NPHub, a bill for the service will be sent to GU. Once we check and accept the paperwork, the student's account will be charged the fee of $15.50 (fifteen dollars and fifty cents) per practicum hour that NPHub has charged. The student will be billed and need to pay Student Financial Services for these fees to be registered for the practicum. The fee for the various possible required number of hours will equal the following:

Hours:	Total at $15.50 per hour:
150 hours	$2,325
180 hours	$2,790
200 hours	$3,100
225 hours	$3,488
240 hours	$3,720
300 hours	$4,650
120 hours	$1,860

- NPHub requires ***a minimum of 120 hours to use*** their service.
- If fees are not paid, then the student will not be registered.

NPHub will do its best to place every student who opts to use its service, but it is not guaranteed that a placement will be found. Currently, NPHub has a 98% placement rate.

NPHub can save each student from calling an average of 40 sites, spending hours researching and locating possible sites, asking for the correct contact information, and selling the preceptor on why they should accept the student as someone they are willing to train. If a student must sit out a term due to not finding a preceptor, then they will not become an NP for an extra 4 months for every term they sit out. **The estimated loss of potential future income from delaying becoming an NP is $13,333 per term that graduation is delayed**. This could equal more than 3 times the cost of one term of the NPHub service.

By using NPHub services, the student will **NOT** need to submit Appendix A or Appendix B but will need to complete all Castle Branch packets, including the Medical Documentation and Drug Screening. (See the instructions page later in this section for

Castle Branch.) To have the greatest chance of placement, the student must Opt-in to using NPHub 15 weeks prior to the start date of the practicum's term. After that point, NPHub may not be able to complete the process in time to secure a preceptor.

Important Dates

Deadlines

Since the contracting process can be lengthy and highly competitive, we have established deadlines for submitting practicum paperwork and forms. **This includes Request for Agency and Preceptor Approval (Appendix A) for the practicum site, Preceptor Application (Appendix B) for the preceptor(s), and all required documentation listed with Castle Branch – see below.**

The deadlines are as follows:

Term	Deadline for Submission	Term Starts
Fall	June 15th	At the following end of August
Spring	October 15th	At the beginning of the following January
Summer	February 15th	At the beginning of the following April

Early paperwork submissions will not be processed until the term before the scheduled practicum. They will be saved to your student file until the time arrives to process them. If you choose to send it earlier, your contract coordinator will not respond, and we will not be tracking those submissions.

Please notify us at least 2 weeks before the deadline if you do not have a practicum site set.

What is due by the *Deadline for Submission*?

1. Affiliation Agreement Request Form (Appendix A)
    a. Completed and submitted by student – NOT BY SITE
    b. MUST be submitted online.
2. Preceptor Application Form (Appendix B)
    a. Completed and submitted by Preceptor or clinic.
    b. Best if submitted online for searchability
3. Castle Branch documents
    a. Immunization and other documentation packages
        i. FNP is titled: Clinical Requirements GD25
        ii. AGACNP is titled: Clinical Requirements GF47
        iii. PMHNP is titled: Clinical Requirements GJ26
    b. A background check from when the student applied to GU should be in Castle Branch, or a new one may be needed.

c. A drug test is needed **4-6 weeks** **before** the start of the term of the first practicum, **only**. It must be done with Castle Branch! You may register for the drug screening early which is best, but it must be taken in the allowed time frame. No other drug tests are accepted. Packet numbers are:
    i. FNP is titled: GD25dt: Drug Test ONLY
    ii. AGACNP is titled: GF47dt: Drug Test ONLY
    iii. PMHNP is titled: GJ26dt: Drug Test ONLY

If a student cannot turn in the required paperwork by the due date, their practicum courses may be delayed. The student will either need to re-arrange their completion plan to take another course or take a "STOP-OUT" for the term, which will extend the student's degree completion date.

Contract Coordinators

You can contact coordinators by email at soncontracts@graceland.edu, which is the shared email address that all coordinators check.

Student Licensure

Students and prospective students in nursing courses with a clinical component will **not** be allowed to take courses if:

a. Licensure has been denied by a state board.
b. Licensure is currently suspended, surrendered, or revoked in any United States jurisdiction.
c. License/registration is currently suspended, surrendered, or revoked in another country due to disciplinary action.

****IMPORTANT LICENSE REQUIREMENT****

Students in all three MSN programs must have a valid unencumbered nursing license in the state where their practicum sites are located. **Additionally**, for MSN-PMHNP practicums, students must have a state license for the state where the patient is located during any telehealth appointments. (Ask the instructor for more details.)

Drug Screening Policy

Graceland University School of Nursing-Graduate Programs
Draft 8/6/2018; Adopted 11/5/2018.

POLICY: The School of Nursing values the trust placed in the delivery of health care services by students to provide a safe environment for patients/clients receiving health care services. This policy applies to graduate students enrolled or entering an educational program at Graceland University School of Nursing.

PROCEDURE: Individuals enrolled in the School of Nursing graduate programs must satisfactorily submit and complete a **drug screen before enrollment in the first practicum course.** Students who refuse to submit to the required drug screening will not be allowed to continue with their plan of study and may be subject to dismissal from their academic program.

The drug screening test will be conducted through Castle Branch services. The resulting laboratory report will be provided directly to the Dean of Graduate Programs or his/her designee. Results from another laboratory other than the designated laboratory will not be accepted. Students are required to contact the designated laboratory and comply with all instructions in authorizing and obtaining the drug screening. The student must also complete all releases required for the School of Nursing to receive the laboratory report. Students are responsible for any fees charged by the designated laboratory to supply this service.

TESTS: Students will be tested with an 11-panel, plus alcohol test, checking for:

1. Amphetamines
2. Methamphetamines
3. Marijuana
4. Cocaine
5. Opiates
6. Phencyclidine
7. Barbiturates
8. Benzodiazepines
9. Methadone
10. Propoxyphene
11. Methaqualone
12. Alcohol (screened for cause only)

REVIEW OF RESULTS:

Positive Drug Screen: If a student has a positive drug screen, he/she will not be permitted to participate in any practicum or patient care experience, including observation. The student shall be referred to the Dean of Graduate Programs or his/her designee for review and appropriate dispensation under applicable policies and procedures, including dismissal from

the program. A student testing positive may be permitted to remain in online courses while his/her case is under investigation.

Drug Screen Result other than Positive or Negative: If the student's drug screen results in a result that is neither positive nor negative, then the test must be repeated at the student's expense. For example, a test result that is neither positive nor negative includes, but is not limited to, a Negative Dilute, Positive Dilute, Positive No Contact, or Cancelled.

FOR CAUSE TESTING: Students may be required to submit to drug and/or alcohol testing "for cause" based upon reasonable suspicion of the unauthorized use, abuse of drugs, or other substances while a student at Graceland University. Reasonable suspicion may be based upon but is not limited to the following:

- Direct observation or report of unauthorized use or possession of drugs or alcohol on campus or in a health care setting.
- A pattern of abnormal or erratic behavior consistent with unauthorized use of alcohol or drugs on campus or in a health care setting.
- Observation of physical symptoms indicative of the unauthorized use of drugs or alcohol on campus or in a health care setting.
- Arrest or conviction for a drug or alcohol-related offense.

All persons reporting activities or behaviors that cause suspicion of unauthorized use or abuse of drugs or alcohol under this Policy shall document the exact reason(s) for these suspicions, including relevant details such as date, location, witnesses present, and the symptoms or actions of the student. All such reports shall be made to the Dean of Graduate Programs, or his/her designee, who will conduct an immediate investigation of the reported activities or behavior, including obtaining corroborating statements from other administrators, faculty, employees, or witnesses where reasonably possible. The Dean of Graduate Programs or his/her designee shall determine, based on the investigation, whether cause exists to request a drug test.

All results of any such test shall be provided to the Dean of Graduate Programs or his/her designee. Until the results of the drug test are received, the student may be suspended from all training or activities with the exception of online class activities. However, the Dean of Graduate Programs, or his/her designee, retains sole discretion to suspend the student from all activities, if the continued participation of the student in such activities, presents a danger to the personal safety, or threatens the health and welfare of the individual, patients/clients, students, faculty and/or staff of the School.

IMPLEMENTATION PROCEDURE: When determining cause has been made, the student will be asked to submit to a drug test. The student will report to the designated testing laboratory within 24 hours to collect breath alcohol, urine, and/or blood sample to test for drugs and/or alcohol. The student may request that a blood sample be collected in addition to a urine sample. The laboratory will be notified to request enough samples for two drug tests and keep the original sample for six days. If a specific drug is suspected of having been used or abused, the School may request a test be performed for that specific drug. Testing costs will be the responsibility of the student.

DISCIPLINARY ACTIONS: Any student who has a positive result on an alcohol or drug test will be subject to disciplinary sanctions and a disciplinary hearing in accordance with the Code of Conduct for the School of Nursing.

REFUSAL TO CONSENT TO TESTING: Any student who refuses to consent to a "for cause" alcohol or drug test or fails to provide an adequate specimen may be subject to discipline up to and including dismissal from the School of Nursing.

CONFIDENTIALITY: Every effort will be made to keep the results of alcohol and drug tests confidential. However, the School of Nursing retains the right to notify University officials, officials at clinical affiliation sites, and State Boards of Nursing, who require such results. The results may be used for administrative hearings, court cases, and may be sent to state and/or federal agencies as required by applicable law.

Health Screening and Licensing Requirements

Graceland University has contracted with *Castle Branch* to gather and maintain student health records, licenses, and training, along with other required documentation. (See Attachment A at the end of this manual for a detailed list.) No paper documents are to be sent to Graceland. Students have access to these records while they are students and after program completion. There are a variety of services that Castle Branch can assist students with – including background checks, drug tests, and medical documents. (Guidelines are found on the "General Procedure" page.)
NOTE: **Students must have a valid unencumbered nursing license in the state where their practicum sites or patients are located.**

Instructions for Castle Branch

The following are the names of which packages each MSN program would use:

****For FNP Practicums, you will select "GD25dt: Drug Test ONLY" and then "GD25im: Medical Document Manager ONLY (MSN-FNP GD25)**

****For AGACNP Practicums, you will select "GF47dt: Drug Test ONLY" and then "GF47im: Medical Document Manager ONLY (MSN-AGACNP GF47)**

****For PMHNP Practicums, you will select "GJ26dt: Drug Test ONLY" and then "GJ26im: Medical Document Manager ONLY (MSN-PMHNP GJ26)**

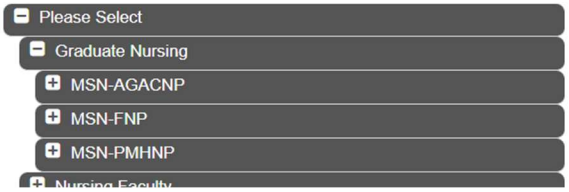
(There are two separate packages for each program that must be purchased and completed as instructed.)

From within your Castle Branch, you will be able to

- ✓ View your order results
- ✓ Manage the requirements specific to your program
- ✓ Complete tasks as directed to meet deadlines
- ✓ Upload and store essential documents and records
- ✓ Place additional orders of background checks or drug tests if needed by the clinical site.

To order packet with Castle Branch

- Go to https://portal.castlebranch.com/GD23
- Select "Place Order"
- Click "Please Select"
- Click "Graduate Nursing"
- Click the plus sign by the name of your MSN program:



- You will be selecting one package at a time and will then go back to order the second package. You will be ordering **two packages** total.)
  1. Medical Document Manager ONLY
  2. Drug Test ONLY (Only be taken in the 4-6 weeks period prior to the first practicum term.)

(1) Medical Documentation Instructions

How to order the ***Medical Document Manager*** Package

- From under your MSN Program, you will select the "Medical Document Manager ONLY" packet for your program. (One of the highlighted lines in the below screenshot:

During order placement, you will be asked for personal identifying information needed for security or compliance purposes. Therefore, supplying accurate and comprehensive information is important to the speed at which your order is processed and completed.

The email address you use when placing your order will become your username for your Castle Branch account and will be the primary form of communication for alerts and messages**. Please be sure to use your Graceland University email address.** This will help keep your accounts together correctly.

Students are to keep all requirements up to date and compliant during all practicum terms!

(2) Drug Test Package Instructions

How to order the *Drug Test ONLY package:*
It is best to register for the drug test ahead but wait to take the test in the 4-6 week window before the practicum term start date. This allows you to make sure that the assigned lab is near you. If not, you can contact Castle Branch to ask for a change in location. You should not take the drug test until **4-6 weeks before** the practicum start date. If taken too early, you may be required to retake it.
Steps to follow:

- Go to https://portal.castlebranch.com/GD23
- Select "Place Order"
- Click "Please Select"
- Click "Graduate Nursing"
- Click on the name of your program.

- **Select correct Drug Test ONLY**

You will need to read and follow the instructions provided on the site after ordering the package.

During order placement, you will be asked for personal identifying information needed for security or compliance purposes. Therefore, supplying accurate and comprehensive information is important to the speed at which your order is processed and completed.

Progression of Practicum Student Role

In each practicum course, the first 8 hours of each practicum will mostly be observation. On the 2nd day, the student should begin functioning as a beginning health care provider. It is expected that the student will begin performing History and Physical, History of Present Illness (HPI), focused physical exams, and present the cases to the preceptor. Eventually, the student should progress to functioning in the provider role, which includes analyzing differential diagnoses, selecting the most likely diagnosis, and recommending an evidence-based treatment plan to the preceptor.

Preceptor Applications & Agency Affiliation Agreements

Graceland University and students will collaborate to locate preceptors and practicum sites for their clinical practicum experiences. (Unless the student chooses to use NPHub to find a placement.) Each practicum, contract coordinator, and/or lead faculty are responsible for approving the preceptors and the practicum sites. Students may utilize current preceptors and agencies in their local area or submit new preceptors and agencies for review and approval. Contact information for currently approved preceptors and practicum sites are available in the school-selected online database. Contact the Contract Coordinators at soncontracts@graceland.edu for questions or assistance in utilizing this resource as needed.

Contracting with preceptors and sites can take a considerable amount of time to complete. Students may need to start up to a year or more before their first practicum, but they must have the required paperwork completed by the listed deadlines in order to enroll in the practicum. (See section on Important Dates for deadlines for each term.) An ***Affiliation Agreement*** must be signed and on file at Graceland University prior to any clinical activity. This agreement must be in place for each practicum site, where hands-on care is provided, no matter how many hours will be done at the site.

A ***Preceptor Application*** is required for all preceptors. Students may have a single substitute preceptor at their primary site for up to 40 hours before this paperwork is required for an added preceptor. Any hours over 40 will not be counted towards total practicum hours without a completed and approved *Preceptor Application*. Students will need to consult with Contract Coordinators at soncontracts@graceland.edu if additional substitutes are needed.

All students representing Graceland University are required to wear a photo ID name badge during practicum hours or when functioning in the student role. These are created during the Advanced Competencies Lab Focus Session and distributed shortly afterward. They are to be used as student identification during the remainder of the program.

The dress code for practicum students is business casual. This includes a white lab coat with the Graceland University School of Nursing logo embroidered on the front and a photo ID name badge. Lab coats can be purchased through the Graceland University Independence Campus

Bookstore. Students should ask their preceptor what the appropriate attire is for their agency. Jeans, athletic wear, and open-toed shoes are not acceptable during practicum hours.

The lead faculty for each practicum course and/or the contract coordinator is responsible for reviewing and approving practicum sites and preceptors. If you have difficulty finding a preceptor in your area, please contact the lead faculty for the course and/or a contract coordinator at soncontracts@graceland.edu well in advance of your scheduled practicum course deadlines.

Course Name	**Lead Faculty Contact**
NURS6740: FNP Pediatric Practicum	Professor Debra Stedem: dlk1@graceland.edu
NURS6760: FNP Adult Practicum	Dr. Kathy Lenz: lenx@graceland.edu
NURS6830: FNP Family Practicum	Dr. Keith Jenkins: kjenkins@graceland.edu
All PMHNP Practicum Courses (NURS5430, NURS6841; NURS6842; NURS6843)	Dr. Jeana Wilcox: jwilcox@graceland.edu
All AGACNP Practicum Courses (NURS5450; NURS5460; NURS5470)	Professor Dena L. Taylor: dltaylor@graceland.edu

The following are considered carefully during the review for approval of practicum experiences:

- preceptor qualifications, including Board Certification or eligibility, which is required of all preceptors who are physicians;
- 1-3 years of experience in APN role & verification of license;
- the number and type of patients seen per scheduled clinic day, and the composition of the patient population that matches the course-focused type of care.

In general, students are expected to see one to two patients an hour. The patient population must correlate directly to the practicum experience in which the student is enrolled and needs to see at least one to two patients an hour of that population.

Student Guide to Selection of Clinical Preceptor

Nurse practitioner programs rely heavily on clinical preceptors for the practicum experience. Primary preceptors include practicing **nurse practitioners and physicians**. These practicing professionals are the clinical experts who guide student nurse practitioners through day-to-day experiential learning; and role model the most appropriate ways to approach individual needs for health promotion, disease prevention, and treatment of illnesses providing feedback in various clinical settings.

Serving as a clinical preceptor is a meaningful, challenging, and rewarding activity that requires time, attention, and consistent availability to students. Because preceptors' contributions are critical to the student nurse practitioner's learning experience, ***the faculty-student-preceptor relationship must be built on mutual respect, professional concurrence, and clear communication.***

Students are guests at the site, and the preceptor is volunteering valuable time to assist the student. Please be considerate and not be overly demanding of the site or preceptor.

Instructors work cooperatively with approved preceptors to facilitate quality educational experiences. Preceptors provide direct supervision, instruction, and feedback to students and faculty regarding the student's performance. The assigned GU faculty is responsible for student grades.

Students are encouraged to select one primary preceptor per practicum. Students are to have at least two different preceptors during their practicums to utilize different styles and approaches. For example, Nurse Practitioner Smith is willing to take you for all practicum terms and owns a family practice clinic where all ages and conditions are managed. While an excellent experience may be obtained, your own education will be enhanced through exposure to different prescriptive and diagnostic approaches. Often there are several "correct" approaches to managing different patient health issues.

Please see each concentration section under "Practicum Hour Requirements" for the number of hours, number of preceptors, and the number of sites needed per practicum. Extra sites and preceptors are not allowed.

Preceptor Qualifications

1. Must hold a current unencumbered license to practice in the state where the practicum site is located.
2. Nurse practitioner preceptors should hold a minimum of a Master of Science in Nursing from an NLNAC or CCNE-accredited program and have at least one year of experience. Nurse practitioners who are not master's degree prepared but are certified by ANCC or AANP and have a minimum of 1-3 years of full-time clinical experience may also be considered.
3. As stated in the NTF (2008) Criteria for Evaluation of Nurse Practitioner Programs, criterion IV.B3, **"Over the course of the program, the student MUST have clinical experiences with an APRN preceptor and preferably an NP with expertise in the population-focused area of practice."** You must have **at least one documented experience with an APRN or NP** during your practicum experiences to be eligible for certification by ANCC or AANP. We recommend a minimum of 120 hours during your three (3) practicums, be with an APRN or NP. The more hours with an NP will prepare you to be a better NP.
4. Physician preceptors should hold a medical or osteopathic degree from an accredited program and **must be board-certified or board-eligible** in a primary care area of practice.
5. The use of physician assistants (PA) is not allowed for FNP or AGACNP programs. (CONTACT Lead Faculty for clarification.) PA with PMH certification is allowed for PMHNP practicums WITH Track Coordinator pre-approval.
6. **Students may not complete their clinical experience in the same unit where they are employed. They may not work under the direction of their supervisor, employee, or subordinate as their preceptor. If the student is employed by a large healthcare system, the practicum experiences can be completed at a separate clinical area other than where they work. It is encouraged to inquire with everyone known to the student when searching for a preceptor, however it is important to note that approved preceptors must have no direct professional or personal (i.e. family member, spouse, partner, significant other) relationship to the student.**

The following are considerations for the student selecting a clinical preceptor:

1. Consider the practice setting regarding geographical location and case mix (including age, the proportion of acute episodic illnesses to chronic diseases, mental health, health screening, ambulatory, and inpatient services).
2. Observe the practice setting in terms of the professional disciplines represented and how they interface. If nurse practitioners are included, review a copy of a position description.
3. Notes of past/present experience with nurse practitioners and the preceptor candidate's understanding of the nurse practitioner's scope of practice in the state where the practice is located.

4. What are some of the environmental risk factors in the community where the practice is located (e.g., pollutants, endemic disease states, interpersonal violence, weather extremes, etc.)
5. Does the practice include public health, long-term care, and acute care hospital practice, and if so, what proportion of time is allocated to these settings? How consistent is this with your interest and course requirements?
6. What has been the preceptor candidate's experience with teaching or functioning as a preceptor for students?
7. How much time would the preceptor-candidate be available to work with you on a daily and weekly basis?
8. Will you work with another practitioner when the preceptor is out of the office?
9. Will there be reference materials available and a quiet space you can use to document and prepare cases for presentation?
10. Will you be able to attend team meetings or conference discussions?
11. Is the preceptor candidate active in professional or community groups, which may allow you to accompany her/him to meetings or other activities? Ask for examples.
12. How would you be perceived in the practice by other clinicians, personnel, patients, families, and the community in general? How will you be introduced to the overall setting?
13. Would the preceptor-candidate be willing to review your cases and clinical log as needed and provide verbal feedback, as well as document evaluations of your progress at the midpoint and completion of the clinical?
14. Consider the experiences you could expect to have in the practice that would prepare you for practice in the current healthcare arena (e.g..., practice management, billing and third-party reimbursement, risk management, quality assessment, personnel management, etc.).
15. Would you be involved in the selection of patients/clients according to your needs?
16. Are all records, including laboratory, radiology, and other reports, accessible to you? Will these be reviewed in case presentations?
17. Are there instructional and educational materials available for patients/clients to supplement their learning? Are there formal classes or groups conducted by the preceptor-candidate or others in the practice in which you may participate?
18. What opportunities will there be to follow up or provide continuity of care for patients/clients?

Time Logs and Evaluations

Primary and Specialty preceptors are expected to validate student clinical time logs at regular intervals, as stated in the course. The intervals may vary for each program.

Each preceptor is to complete a midterm and final performance evaluation of the student. Random midterm site visits will also be arranged between the preceptor and instructor. Time logs are turned into the Assignment Folder in BrightSpace. Midterm and Final evaluations of student achievement of expected learning outcomes are completed in the school-selected online case-logging electronic database for review and access by the students and faculty**.** It is the student's responsibility to facilitate completion by the preceptor at the required intervals.

Coursework within the practicum courses is progressive, requiring weekly submission before moving forward within the course. **If evaluations by preceptors are not completed at the required times during practicum, students will not be allowed to progress within the course and could be administratively blocked in the course. This administrative block will stop all assignment submissions and acceptance of further clinical practicum hours and case logs.**

Validation of case logs and student performance evaluations are recorded in the school-selected online electronic database. Contact a contract coordinator if you have questions or need assistance. **Please note** that future employers may ask for copies of your SOAP notes. It is best to enter them into the online software for future retrieval. The SOAP notes turned in during class and not in the online software will not be available after graduation. Students will need to export their case notes for their records for future use. After 5 years, the records will be deleted.

GU-SON faculty will be in communication with your primary preceptor throughout the practicum experience. Preceptors are advised to notify GU-SON practicum faculty should there be any concerns.

General Procedure

_____ Before your 1st Practicum -- Go to https://portal.castlebranch.com/GD23 and submit the required health information. Documentation must be submitted to Castle Branch by the paperwork deadline for your 1st Practicum. (See "Important Date" section for deadlines.) These requirements must be kept up to date during all practicum terms!

- Copy of your current unencumbered R.N. license in the state where the practicum is located
- Current BLS/CPR and ACLS Certification cards
- Proof of Personal Health Insurance
- Signed Confidentiality Form
- Provide all required immunizations listed with Castle Branch (See instructions on the following page)

NOTE: Graceland has provided Castle Branch with a list of all required documents needed They manage and validate the information. You cannot register for any practicums until you have completed all of these items. We will not change the requirements.

Students must carry appropriate personal health insurance coverage while enrolled in clinical practicum courses. Graceland University provides professional liability to each student during clinicals.

_____ Before your 1st Practicum -- Go to https://portal.castlebranch.com/GD23 and take a Drug Screen **4-6 weeks prior** to the start of your first practicum term. (See the Drug Policy section for details on the policy.) An instruction sheet for the drug test is provided in the section of this manual titled Instructions for Castle Branch.

_____ Review the information in the "Student Guide to Selection of Clinical Preceptor" section of this manual.

_____ Once a site/preceptor has been identified - students MUST complete, sign, and submit the online **Request for Agency and Preceptor Approval** (**Appendix A)**. You must submit one for every site, every address, and every practicum, even if using the same site from a previous practicum. **In addition, every site you record hours from MUST have a signed Affiliation Agreement.** (If the student uses NPHub, the Appendixes, and the Affiliation Agreement will be completed by NPHub once the student has selected and agreed to a preceptor.) Note: Just because we have an agreement with one clinic does not guarantee we have one with every clinic in a network.

_____ **Affiliation Agreements will be sent to Agencies by a Contract Coordinator using the information that you (the student) have provided on Request for Agency and Preceptor Approval (Appendix A).** This form is needed before the site can be contacted and before an Affiliation Agreement is sent to the site. The information from the form is used to create the Affiliation Agreement, a legal document, so the information MUST be correct.

_____ You will give the potential preceptor a copy of the section in this manual titled "Preceptor Information and Responsibilities."

____ **Preceptors are to complete, sign, and submit** the **Preceptor Application (Appendix B)** online, which will be sent to a Contract Coordinator. (If the student uses NPHub, the Appendixes, and the Affiliation Agreement, we be completed by NPHub once the student has selected and agreed to a preceptor.) If needed, the preceptor may have someone from their clinic complete the form for them is needed. Students are to provide the preceptor with the link to the online form. Preceptors should complete and submit the form online as this is GU-SON's preferred method for submission. If the preceptor prefers, the form may be downloaded/printed for completion and submitted by email to: soncontracts@graceland.edu. Missing information and emailed forms will slow down preceptor approval.

____ You must have a primary preceptor for each practicum.

____ A **Preceptor Application (Appendix B)** must be received for every preceptor used unless he/she is working at your primary preceptor's site and will only be a substitute for your primary preceptor for less than 40 hours. (One allowed per term.) Each **Preceptor Application (Appendix B)** must be approved before you can use that preceptor for more than 40 hours.

____ The contract coordinator will notify Faculty and students when all contracts & agreements are in place and approved.

____ **Students cannot start their practicum until**:

1) All agreements are in place,
2) Your enrollment has been processed
3) You have been notified by GU email that you are approved to be registered for clinical.
4) You have been cleared by SFS.
5) Your site and preceptor are listed in the school-selected online electronic database. (Typhon)
6) Your Castle Branch documentation is current and compliant.
7) The first day of the semester. (Hours will only be counted that are done within the date range of the term.)

No clinical hours will be counted until these items are in place.

Instructions & Links: Request form Agency and Preceptor Approval (Appendix A)

This form is the Request form Agency and Preceptor Approval and is used for site approval. It is to be completed and submitted online **by the student** for every term, site, or address the student will be working at during each practicum. We will use this to verify an Agency Affiliation Agreement is in place or to establish the Agency Affiliation Agreement with the site. The Agency Affiliation Agreement is a legal document that must be accurate. Please make sure everything is correctly spelled, both first and last names for each person is included, and all requested email addresses are correct.

Only ONLINE Requests for Agency and Preceptor Approval (Appendix A) are accepted! No paper forms are accepted!
(You must be signed on to 'myGraceland' to access Appendix A)

Following are direct links to each program-specific Appendixes A (Student's MyGraceland login is required.):

MSN-FNP Appendix A - Request for Affiliation Agreement:
FNP Appendix A

MSN-AGACNP Appendix A - Request for Affiliation Agreement:
AGACNP Appendix A

MSN-PMHNP Appendix A - Request for Affiliation Agreement:
PMHNP Appendix A

To maintain the mutual respect and professional relationships of all preceptors and their sites, students should not cancel a preceptor once the preceptor has agreed to the preceptorship and submitted paperwork. Changing preceptors causes additional work and slows the approval process for all students. The last-minute cancellation of preceptors gives that preceptor a negative impression of Graceland University, the students, preceptorships, and future students. The preceptor relationship is vital to the success of every NP and student. Contract Coordinators monitor all preceptor changes.

NOTE: No additional submissions requesting additional preceptors are accepted 2 weeks prior to the beginning of the term for which they are being requested.

Instructions & Links: Preceptor Application (Appendix B)

This is the Preceptor Application and Agreement, which is used to approve the preceptor for each practicum. A new one is needed each term or practicum that a preceptor is used. Students are to provide a preceptor with the link below. (An instruction sheet is available for emailing to the preceptor by students and needs to be requested from a contract coordinator.) The preceptor must complete the form and submit the form online as this is GU-SON's preferred method for submission. If the preceptor prefers, the form may be downloaded/printed for completion and submitted.

Preceptors must have your student GU email address, correct full name, and student ID number to complete this form. They also need to know the correct practicum course to be associated with the information on the form. Failure to include your name and course will result in delays.

Following are direct links to each program-specific Appendixes B:

MSN-FNP Appendix B - Preceptor Application & Agreement
FNP Appendix B

MSN-AGACNP Appendix B - Request for Affiliation Agreement:
AGACNP Appendix B

MSN-PMHNP Appendix B - Preceptor Application & Agreement
PMHNP Appendix B

When the Preceptor Application (Appendix B) is successfully submitted, you will get an email if the preceptor enters your email address correctly on the form. The preceptor will also receive a confirmation email with a successful submission. This is your confirmation that GU has received the form. The Contract Coordinator will email you when they process the Preceptor Application (Appendix B) (See important dates section).

This page can be printed and given to the potential Preceptor to help set the expectations of preceptor responsibilities.

GRACELAND UNIVERSITY SON
Preceptor Information and Responsibilities
MSN/Postgraduate NP Practicum

Nurse practitioner programs rely heavily on clinical preceptors for practicum experiences. Preceptors include nurse practitioners and physicians. These practicing professionals are the clinical experts who guide student nurse practitioners through day-to-day experiential learning, role model the most appropriate ways to approach individual needs for health promotion, disease prevention, and treatment of illnesses, and provide feedback in a variety of clinical settings.

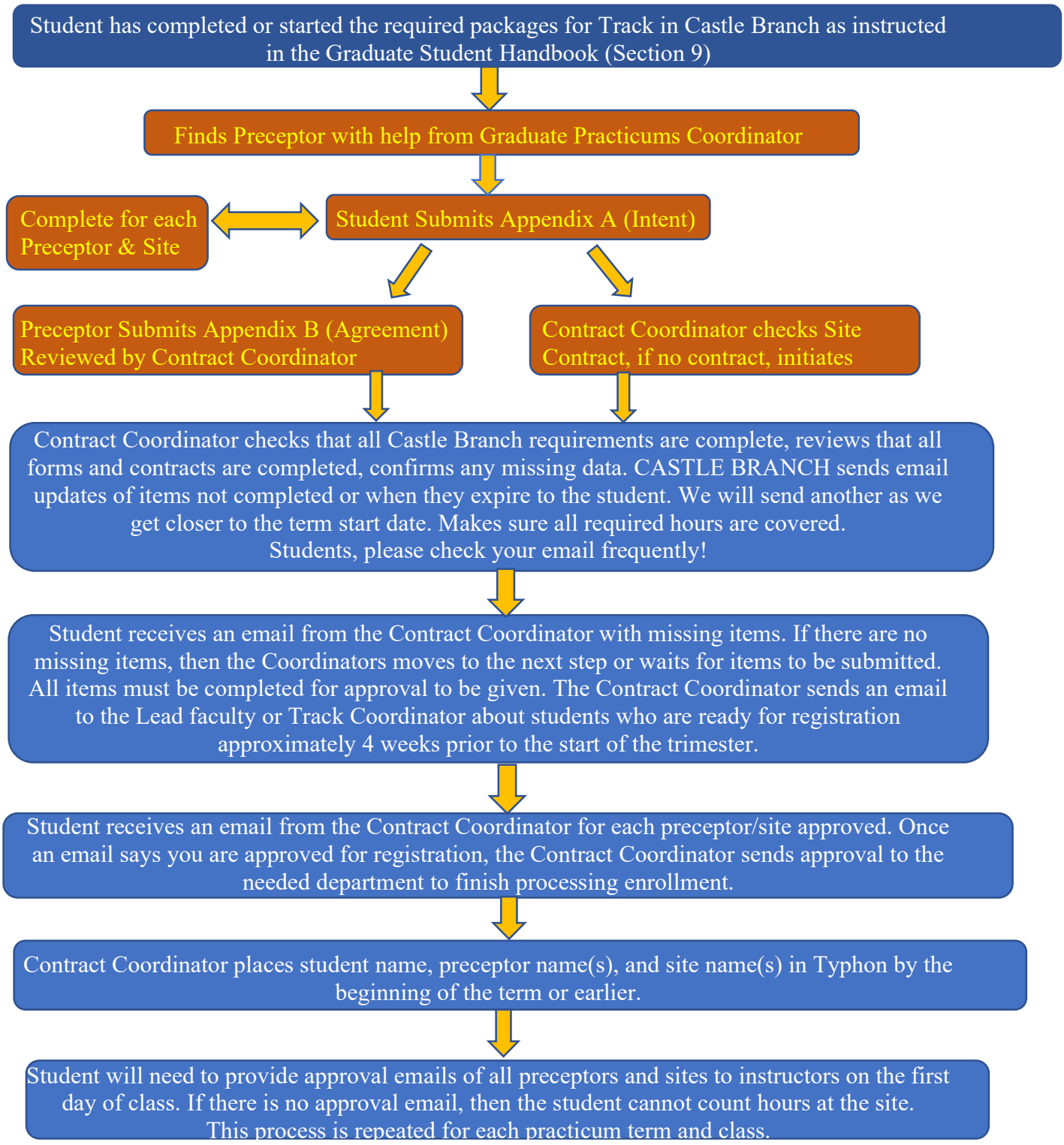
Serving as a clinical preceptor is an important, challenging, and rewarding activity that requires time, attention, and consistent student availability. Because the clinical preceptor's contribution is critical to the quality of the student nurse practitioner's learning experience, the faculty-student-preceptor relationship must be built on mutual respect, professional concurrence, and clear communication. The faculty and students at Graceland appreciate your interest in serving as a clinical preceptor for the Nurse Practitioner Program.

Preceptor Responsibilities

1. Demonstrate understanding of the NP role in a setting specific to the program of study.
2. Orient the student:
   a. Site and staff
   b. Preceptor expectations
   c. General plans for the experience
   d. Expectations related to patient care management
3. Serve as a professional role model.
   Direct student learning experience while encouraging increasing student responsibility.
4. Provide immediate and adequate feedback.
5. Assume an informal teaching role related to standards of care.
6. Guide students through decision-making rather than giving their own impressions.
7. Review differential diagnoses, recommended treatments, and patient care management with the student.
8. Recommend alternative learning experiences when needed.
9. Complete evaluations within the online school electronic database when the student sends the request to the preceptor.
10. Provide immediate and constructive feedback to the student as needed.
11. Collaborate and communicate with Graceland University faculty.

Flowchart of Overview of Graduate Student Process for Practicum Course Approval for all MSN Programs (FNP, AGACNP, PMHNP)

NOTE: Below steps in this highlight color can be done by NPHub -See Page on NPHub information.



NOTE: we always approve the most allowed hours needed to complete the practicum for each preceptor. **How many hours you do with each Preceptor is up to you and your instructor** as long as it follows the requirements in the Graduate Student Handbook. Coordinators leave the track of hours up to you and the instructor. **Just because we approve more hours than required does not mean you have to do all approved hours.**

Each site the student goes to will need Appendix A and B. If the student has 2 different preceptors at 2 different sites, they need 2 Appendix A's, 2 Appendix B's, 2 Site Contracts, and 2 approval emails.

Another possible example: If the preceptor has 3 offices, that equals 3 Appendix A's but only 1 Appendix B plus 3 Site Contracts and 3 approval emails.

Approval email sample: The yellow items below will autofill from mail merge to be specific to each student, preceptor, and site.
The sentences highlighted in green are important. This shows that we have everything needed for you to do practicums, and you have enough approved hours to complete the requirements for the practicum.

Approval for Spring 2022 Practicum for Student Name as of Date of email

Dear Student's First name,
Having received ALL items for your upcoming practicum, we are able to approve you for registration.
You are approved for a Term/Year Practicum in Name of Practicum for (# of) hours with Preceptor Name at Name of Site. (A separate email is sent for each preceptor and site if approved.)
More emails will follow close to the beginning of the Term/Year term that starts on the Day the term starts, which will let you know when you are registered and other things to be done to set up the software to start the term.
You only need to reply to this email if this preceptor is incorrect.
Have a great term!

> Note: we always approve the most allowed hours needed to complete the practicum for each preceptor. How many hours you do with each Preceptor is up to you and your instructor as long as it follows the requirements in the Graduate Student Handbook.

Thanks,
Contract Coordinators
soncontracts@graceland.edu

Section 10: Family Nurse Practitioner (FNP) Practicum Guidelines

Introduction

The following is intended to serve as a guide for preparing and successfully completing the clinical practicum components of the FNP program. These guidelines provide direction for students, preceptors, and clinical agencies by outlining expectations for each. Please review the information carefully well in advance of your practicum experiences and direct any questions that you have to the FNP Specialty Track Coordinator, Professor Melanie Hijaz at melanie1@graceland.edu, or a Contract Coordinator at soncontracts@graceland.edu

FNP Practicum courses are as follows:

1. NURS6740 FNP Practicum: Pediatrics (180 to 225 hrs.) In a Primary Care clinic only!
   Prerequisite: NURS5200
2. NURS6760 FNP Practicum: Adults (180 to 225 hrs.) In a Primary Care clinic only!
   Prerequisite: NURS6200
3. NURS6830 FNP Practicum: Families (240 to 300 hrs.) With at least half of those hours in a Primary Care clinic.
   Prerequisite: NURS6740, NURS6760

You can switch the order you take the Pediatrics and Adult Practicums if you have taken the prerequisite, but the Family practicum is always the final or last practicum.

NOTE: The higher hours are for all students who started in August 2023 or after. This is due to the new requirements of CCNE for 750 practicum hours.

Specialty hours are limited to half of the required hours for the Family Practicum but are **not** required. (There are no specialty hours allowed for Pediatrics or Adult Practicums.) These hours are approved if deemed appropriate for each practicum demographic and if it is considered to match the learning objectives. Not all Specialties will be approved.

All clinical practicum hours must be completed in the United States and its territories.

Students may not complete their clinical experience in the same unit where they are employed. They may not work under the direction of their supervisor, employee, or subordinate as their preceptor. If the student is employed by a large healthcare system, the practicum experiences can be completed at a separate clinical area other than where they work. It is encouraged to inquire with everyone known to the student when searching for a preceptor, however it is important to note that approved preceptors must have no direct professional or personal (i.e., family member, spouse, partner, significant other) relationship to the student.

Practicum Hour Requirements - FNP

There are three separate practicum courses that historically included a total of 600 hours of practicum experience – 180 hours each in Pediatrics and Adult Practicums and 240 hours during Family Practicum. The new hours required per CCNE are 750 hours of practicums. This applies to all students who started their current program in or after August of 2023. and the new hours breakdown is 225 hours each in Pediatrics and Adult Practicums and 300 hours during Family Practicum. Students enrolled in practicum courses should expect to spend a **minimum of 16-24 hours per week** in the clinic setting. Often, the preceptor may take a day off for a CME, vacation, illness, early closures, or holidays. Please plan accordingly.

FNP practicum hours must be **completed** within the 16-week trimester, and only one practicum can be taken per trimester. The faculty requests that all hours be completed by the end of week 14 to allow time for evaluation and grading. Students should contact their instructor as early as possible in the term if this becomes a concern. If the student does not complete the practicum within the 16-week trimester, an incomplete grade may be granted if approved by the instructor. The student must complete the course in the following semester and is not allowed to progress in the program until the incomplete work has been completed, which delays the start of the next practicum course.

Patient Demographics, Count, and Contact Time

Students will be required to have a minimum of 180 patient encounters per practicum course. Each appointment with a patient is considered an encounter, even if you have seen the patient on a previous appointment.
Clinical experiences include only direct patient contacts that provide learning opportunities. Clinical experiences are for learning. Therefore, the time spent with each patient should be lengthier than a regular office visit. As the student develops expertise, the time spent with each patient will shorten. It is expected that students will see 1-2 patients per hour. It is never expected that students will see the same number of patients as their preceptors.

Clinical time does not include drug representative luncheons, observing during hospital rounds, or seeing patients outside of the assigned patient population for the assigned course.

The focus of each practicum course is population-focused (pediatric, adult, & family) primary care. Therefore, the following sites are **not recommended** as primary care practicum sites:

- Minute clinics
- Acute care settings
- Emergency Departments and Urgent Care
- Diagnostic Specialty Clinics, i.e., Women's Health, Cardiac, Diabetic/Wound Centers, etc.
- Hospitalists

These types of sites, however, may be used for half of the total hours, that is in the Family

Practicum. All specialty hours are subject to approval.

Students may not do any Telehealth hours during the FNP program unless approved by the instructor.

There is a limit of two preceptors per practicum, and a preceptor may only be used for up to two of the three practicum terms.

The Pediatrics and Adult practicums require a minimum of 180 to 225 hours each, and the Family practicum requires 240 to 300 hours. Students should see a minimum of 180 patients appropriate for the practicum-specific patient population during each practicum. Students cannot begin practicum hours before the starting date of the term.

NURS6740: Pediatrics (180 to 225 hrs.)

It is **highly** recommended that the student completes their pediatric experience in a pediatric office. This can be with a Pediatrician, a Pediatric Nurse Practitioner (PNP), or a Family Nurse Practitioner (FNP). If the student finds a pediatric office, generally, they will have all required hours approved for their pediatric practicum.

Students are not allowed to have any specialty hours during the Pediatric Practicum.
If a student chooses to complete pediatric practicum hours in a family practice setting, the preceptor must see a minimum of 5-8 pediatric patients per day. Students may be required to complete further pediatric experiences above 180 to 225 hours until they reach a minimum of 180 patients with a variety of ages from newborn to 18 years old.

NURS6760: Adults (180 to 225 hrs.)

Adult practicum experiences may be completed in family practice or internal medicine that is not a specialty clinic.

Students are not allowed to have any specialty hours during the Adult Practicum. Students are required to see 180 patients who are at least 18 years old and a variety of all age range above 18 are needed.

NURS6830: Families (240 to 300 hrs.)

The final practicum should be spent in a primary care office that provides pediatric and adult patient care with an age range of newborn to geriatrics. (Note: About 20% could be pediatric patients to meet the 180 patient counts. **The exact numbers of each can be discussed with the instructor or lead faculty.**)

Students are allowed up to a maximum of 120 to 150 specialty hours at an approved clinic. Specialty hours are not required. Extra documentation may be needed to approve the Specialty hours.

Section 11:

GRACELAND UNIVERSITY
SCHOOL OF NURSING

ADULT-GERONTOLOGY ACUTE CARE NURSE PRACTITIONER (AGACNP) PRACTICUM GUIDELINES

Section 11: AGACNP Practicum Guidelines

Introduction

The following is intended to serve as a guide for preparing and successfully completing the clinical practicum components of the AGACNP program. These guidelines provide direction for students, preceptors, and clinical agencies by outlining expectations for each. Please review the information carefully well in advance of your practicum experiences and direct any questions that you have to the AGACNP Specialty Track Coordinator, Professor Dena L. Taylor at dltaylor@graceland.edu or a Contract Coordinator at soncontracts@graceland.edu.

AGACNP Practicum courses are as follows:

1. NURS5450 AGACNP Practicum: Chronic Care (180 to 225 hrs.) *Prerequisite*: NURS5270, NURS5280, NURS5290
2. NURS5460 AGACNP Practicum: Acute Care (180 to 225 hrs.) *Prerequisite:* NURS5450
3. NURS5470 AGACNP Practicum: Final (180 to 300 hrs.) *Prerequisite:* NURS5460, NURS6760

NOTE: the higher hours are for all students who started in August 2023 or after. This is due to the new requirements of CCNE for 750 practicum hours.

All clinical practicum hours must be completed in the United States and its territories.

Students may not complete their clinical experience in the same unit where they are employed. They may not work under the direction of their supervisor, employee, or subordinate as their preceptor. If the student is employed by a large healthcare system, the practicum experiences can be completed at a separate clinical area other than where they work. It is encouraged to inquire with everyone known to the student when searching for a preceptor, however it is important to note that approved preceptors must have no direct professional or personal (i.e., family member, spouse, partner, significant other) relationship to the student.

Practicum Hour Requirements -AGACNP

There are three separate practicum courses (9 s.h. and 13 s.h. for the new requirements) that include a minimum of 540 hours of practicum experience. (The new hour required per CCNE is 750 hours in the 3 practicums. This applies to all students who started their current program in or after August of 2023.) There are 180 hours in each of the following areas: Chronic, Acute, and Final, cumulative. (The new hours are increased to 225 hours in Chronic, 225 hours in Acute, and 300 hours in Final practicum.)

Students enrolled in practicum courses should expect to spend a **minimum of 16 to 24 hours per week** in the clinic setting. Often, the preceptor may take a day off for a CME, vacation, illness, early closures, or holidays. Please plan accordingly.

AGACNP practicum hours must be **completed** within the 16-week trimester, and only one practicum can be taken per trimester. Faculty requests that all hours be completed by the end of week 14 to allow time for evaluation and grading. Students should contact their instructor as early as possible in the term if this will be a concern. If the student does not complete the practicum within the 16-week trimester, an incomplete grade may be granted if approved by the instructor. The student must complete the course in the following trimester and not be allowed to progress in the program until the incomplete work has been completed, which will delay the next practicum course.

Patient Demographics, Count, and Contact Time

Clinical experiences include only direct patient contacts that provide learning opportunities. Clinical experiences are for learning. Therefore, the time spent with each patient should be lengthier than what a typical practitioner completes. As the student develops expertise, the time spent with each patient will shorten. It is never expected that students see the same number of patients as their preceptors. The patient population must correlate directly to the practicum experience in which the student is enrolled.

Clinical time does not include drug representative luncheons, observing during hospital rounds, or seeing patients outside of the assigned patient population for the assigned course.

Additionally, each practicum course is specialty-focused, including internal medicine, hospitalist medicine, pulmonology, neurology, cardiology, orthopedics, endocrinology, emergency medicine, and ICU. Practicum sites should be within the hospital setting, specialist's office, or a combination of these. Therefore, the following sites will not be approved as practicum sites:

- Minute clinics
- Primary care offices.

Students may not do any Telehealth hours during the AGACNP program.
*****There is a limit of two preceptors per practicum, and a preceptor may only be used for up to two of the three terms.**

Each of the three practicums requires a minimum of 180, 225, or 300 hours. Students are limited to two preceptors per term.

NURS5450: **AGACNP Practicum: Chronic** Care (180 to 225 hrs.)
This practicum focuses on developing and applying knowledge and skills in the advanced practice role under the direct supervision of an approved preceptor in a practice setting. Management of chronic health problems of AG populations is emphasized. In this practicum course, students will spend *a minimum of 120 hours with either an internist or hospitalist,* seeing patients in the hospital and/or clinic setting. Additionally, students will spend a *minimum of 60 hours with a pulmonologist*, seeing patients in the hospital and/or clinic settings. The pulmonologist hours can be combined with the hospitalist used for the term if the hospitalist sees pulmonology patients. If that is the case, the hospitalist will be approved for 180 to 225 hours to cover both focuses. Between the practicum experiences, the student will need to see approximately 100 patients.

NURS5460: **AGACNP Practicum: Acute** Care (180 to 225 hrs.)
This practicum focuses on developing and applying knowledge and skills in the advanced practice role under the direct supervision of an approved preceptor in a practice setting. Practicum experiences should be in both the inpatient and clinic settings. Management of acute health problems of AG populations is emphasized. In this practicum course, students can have

all their hours in the ICU or choose to split hours between the ICU and up to 60 hours in a specialty. Between the practicum experiences, the student will need to see approximately 100 patients.
The following specialties are allowed, and others may be allowed as requested by students.

- Neurology
- Cardiology
- Hematology/Oncology
- Orthopedics
- Endocrinology
- Rheumatology

Other requests for specialty hours should be sent by email to Professor Dena L. Taylor at dltaylor@graceland.edu. If she replies with approval, that reply email will also need to go to the Contract Coordinators at soncontracts@graceland.edu.

NURS5470: AGACNP Practicum: Final (180 to 300 hrs.)

This practicum focuses on integration, application, and development in the advanced practice role under an approved preceptor's direct supervision in a practice setting with an Intensivist and/or Emergency Department practitioner. Students may choose to complete *all practicum hours with either an intensivist or ED practitioner or divide hours between* both types of providers as needed to meet their learning requirements. Students will need to have approximately 100 patient encounters. Students are encouraged to spend most or all of the practicum hours in the specialty area outside their current area of practice/expertise.

Section 12:

GRACELAND UNIVERSITY
SCHOOL OF NURSING

PSYCHIATRIC MENTAL HEALTH NURSE PRACTITIONER (PMHNP) PRACTICUM GUIDELINES

Section 12: Psychiatric Mental Health Nurse Practitioner (PMHNP)

Introduction

The following is intended to serve as a guide for preparing and successfully completing the clinical practicum components of the PMHNP program. These guidelines provide direction for students, preceptors, and clinical agencies by outlining expectations for each. Please review the information carefully well in advance of your practicum experiences and direct any questions that you have to the PMHNP Specialty Track Coordinator – Dr. Jeana Wilcox, at jwilcox@graceland.edu, or a Contract Coordinator at soncontracts@graceland.edu

There is a limit of two preceptors per practicum, and a preceptor may only be used for up to three of the four practicum terms.

PMHNP Practicum courses are as follows:

1. NURS5430 Behavioral Therapy Concepts (150 hrs.) (This class is taken by students who started in August 2023 or after.
   Prerequisite: NURS5196; NURS5664
2. NURS6841 PMHNP Practicum 1 (180 to 200 hrs.)
   Prerequisite: NURS5196; NURS5664
3. NURS6842 PMHNP Practicum II (180 to 200 hrs.)
   Prerequisite: NUR6841; NURS5665
4. NURS6843 PMHNP Practicum III (180 to 200 hrs.)
   Prerequisite: NURS6842; NURS5430

The order of the practicums cannot be changed.

NOTE: the higher hours are for all students who started in August 2023 or after. This is due to the new requirements of ANCC for 750 practicum hours.

All clinical practicum hours must be completed in the United States and its territories.

Students may not complete their clinical experience in the same unit where they are employed. They may not work under the direction of their supervisor, employee, or subordinate as their preceptor. If the student is employed by a large healthcare system, the practicum experiences can be completed at a separate clinical area other than where they work. It is encouraged to inquire with everyone known to the student when searching for a preceptor, however it is important to note that approved preceptors must have no direct professional or personal (i.e., family member, spouse, partner, significant other) relationship to the student.

Practicum Hour Requirements – PMHNP

For all students who started their current program before August of 2023, there are three separate practicum courses (4 s.h. each) that include a minimum of 540 hours of practicum experience. There are 180 hours in each practicum course. (The new hour required per ANCC is 750 hours for all NP programs. This applies to all students who started their current program in or after August of 2023.) For the PMHNP program, there are four practicum courses to meet the new requirement. There will be 150 hours in Behavioral Therapy Concepts (3 s.h.), followed by 200 hours in each of the remaining three practicum courses (4 s.h. each).

Students enrolled in practicum courses should expect to spend a minimum of 12-16 hours per week in the practicum setting. Often, the preceptor may take a day off for a CME, vacation, illness, early closures, or holidays. Please plan accordingly.

PMHNP practicum hours must be **completed** within the 16-week trimester, and only one practicum can be taken per trimester. Faculty requests that all hours be completed by the end of week 14 to allow time for evaluation and grading. Students should contact their instructor as early as possible in the term if this will be an issue. If the student does not complete the practicum within the 16-week trimester, an incomplete grade may be granted if approved by the instructor. The student must complete the course in the following semester and will not be allowed to progress in the program until the incomplete work has been completed, which will delay the next practicum course by a term.

Patient Demographics, Count, and Contact Time

Students will need approximately 100 patient encounters per practicum course for a total of 300 patients in the three terms.

Students need to see patients in a variety of age groups across the course of the three nurse practitioner practicums (NURS6841, NURS6842, and NURS6843):

- 100 patients under 18 years old (considered to be child/adolescent patients)
- 100 patients that are over 65 (considered to be geriatric patients)
- 100 patients between 18 and 64 (considered to be adult patients).

Students will count all types of patients from across the rotations to meet the required totals for each patient category.

Each appointment with a patient is considered an encounter, even if you have seen the patient on a previous appointment.

Clinical experiences include only direct patient contacts that provide learning opportunities. Clinical experiences are for learning. Therefore, the time spent with each patient should be lengthier for the student. As the student develops expertise, the time spent with each patient

will shorten. It is expected that students see 1-2 patients per hour. It is never expected that students will see the same number of patients as their preceptors.

Clinical time does not include drug representative luncheons, observing during hospital rounds, or seeing patients outside of the assigned patient population for the assigned course.

Each of the practicums requires a set number of hours, with the student seeing approximately 100 patients per term. For the PMHNP program (only), a total of 2 terms or 400 hours may be all Telehealth appointments. ****Telehealth Patients seen for PMHNP practicum legally require that the* **student has a license in the state where the patient is located during the appointment. ****

There is a limit of two preceptors per practicum, and students must have at least two preceptors that are each for a full term of practicum hours.

NURS5430: **PMHNP** Behavioral Therapy Concepts (150 hrs.) (This class is taken by students who started in August 2023 or after.)
Focus on theories and techniques used in counseling and psychotherapy for patients across the lifespan. It also examines the guiding principles and ethics of counseling and psychotherapy. Techniques of counseling are introduced and explored based on a wide range of theories, environments, and varying multicultural populations.
Students will demonstrate skills learned in the didactic portion of the course while in a clinical setting in their own community, completing 150 hours of practicum experience. Following completion of the course, students will have a foundational understanding and clinical experiences of commonly utilized theories and psychotherapeutic techniques.

NURS6841: **PMHNP Practicum I** (180 to 200 hrs.)
Focus on PMHNP in clinical practice, learning to collaborate with the mental health preceptor and the course instructor. Education on clinical interviewing and assessment, utilizing therapeutic mental health models and theories in practice, and incorporating mental health screening tools to assist in identifying mental health disorders. Utilizing recovery and resilience promotion, psychoeducation and therapy, cognitive behavioral therapy, and analyzing laboratory tests with appropriate interpretation using evidence-based practice for the diagnosis and medication management of mental health conditions and medical conditions occurring simultaneously. The first practicum course is labeled NURS6841: PMHNP Practicum I. All three practicums will be with a preceptor who is a psychiatrist or a Psychiatric Mental Health NP. Optionally, if the student does not have to take NURS5430, they can have up to 60 hours of each practicum with a Certified Social Worker or licensed mental health counselor or psychologist (LPC).

NURS6842: **PMHNP Practicum II** (180 to 200 hrs.)
Focus on PMHNP in clinical practice, learning to collaborate with the mental health preceptor and the course instructor. Education on clinical interviewing and assessment, utilizing therapeutic mental health models and theories in practice, and incorporating mental health screening tools to assist in identifying mental health disorders. Utilizing recovery and resilience

promotion, psychoeducation and therapy, cognitive behavioral therapy, and analyzing laboratory tests with appropriate interpretation using evidence-based practice for the diagnosis and medication management of mental health conditions and medical conditions occurring simultaneously. The second practicum course is NURS6842: PMHNP Practicum II. Optionally, if the student does not have to take NURS5430, they can have up to 60 hours of each practicum with a Certified Social Worker or licensed mental health counselor, or psychologist (LPC).

NURS6843: PMHNP Practicum III (180 to 200 hrs.)

Building upon previous practicum experiences, the PMHNP student will continue clinical assessment and clinical interviewing of clients utilizing theories and therapy options learned while developing independence in making the best clinical decisions for the client. Age-appropriate clinical assessments, treatment recommendations, and conduction of appropriate therapy-based treatments promote education and efforts to reduce negative stigma related to mental health conditions, with the goal to promote improved quality of life and daily functioning for the client and family. The final practicum course is NURS6843: PMHNP Practicum III. Optionally, if the student does not have to take NURS5430, they can have up to 60 hours of each practicum with a Certified Social Worker or licensed mental health counselor, or psychologist (LPC).

Section 13:

GRACELAND UNIVERSITY
SCHOOL OF NURSING

DOCTOR OF NURSE PRACTICE (

Section 13: Doctor of Nursing Practice (DNP) Degree

The DNP degree is offered in direct response to the October 2004 endorsement of the American Association of Colleges of Nursing (AACN) position statement, which recognizes the DNP as the preferred credential for all advanced nursing practice roles. The DNP program fulfills a strong local, regional, and national need for doctoral-prepared advanced practice nurses and is designed to be in full compliance with professional standards for the practice doctorate as put forth by the American Association of Colleges of Nursing (AACN).

The DNP degree expands and enhances the focus of nursing practice, using as its foundation the basic baccalaureate nursing program and Master's level preparation in nursing or a related field. The program's goals are directed toward educating experienced nurses functioning in direct or indirect healthcare roles. The post-masters DNP degree consists of 31 semester hours (s.h.) of coursework delivered online within a 16-week trimester schedule and includes a minimum of 636 practice hours and field experiences.

The DNP degree program requires documented completion of a minimum of 1,000 post-BSN supervised practice hours. DNP practice hours include verified practice hours from the Master's POS, field experiences in selected DNP courses, individualized advanced practice experiences completed in the student's home community, and the completion of a faculty-supervised and peer-reviewed Practice Improvement Project. Students admitted with documentation of fewer than 400 post-BSN supervised practice hours must enroll in NURS8950 Advanced Practice in Organizational Leadership to complete the necessary practice hours to meet the 1,000 post-BSN practice hours requirement for the DNP degree.

The **Post-graduate Nurse Educator certificate (12 s.h.)** may be added to the DNP programs of study. This option is **highly recommended for anyone teaching currently or interested in doing so in the future**. All or part of the 12 s.h. may be completed during or after completion of the MSN or DNP degree. The addition of the NE certificate does not delay or extend degree completion and time to graduation.
Contact programadvising@graceland.edu for questions or assistance.

Admission Requirements

1. Master of Nursing degree (MN, MSN) from an NLNAC or CCNE accredited program.
2. A minimum cumulative GPA of 3.00 or higher in the nursing master's degree program.

Organizational Leadership Concentration

NURS8010 Introduction to Doctoral Study in Nursing (0 s.h.)
NURS8100 Professionalism, Ethics and Issues (3 s.h.) (includes field experiences; 12 practice hours)
NURS8120 Health Systems Policy and Regulation (3 s.h.) (includes field experiences; 8 practice hours)
NURS8130 Biostatistics (3 s.h.)

NURS8140 Epidemiology (3 s.h.) (includes field experiences; 16 practice hours).
NURS8200 Evaluation of Research for Evidence-Based Practice (3 s.h.)
NURS8210 Project Management (3 s.h.) (includes 100 supervised practice hours)
NURS8220 Healthcare Informatics (3 s.h.) (includes field experiences)
NURS8260 Organizational Leadership & Collaboration (3 s.h.)
NURS8950 Advanced Practice in Organizational Leadership (1-4 s.h.) (80-100 practice hours/s.h.)
NURS9700 DNP Practice Improvement Project (1 s.h.) (continuous enrollment for completion of DNP Project)
NURS9710 DNP Practice Improvement Project Proposal (3 s.h.) (includes 200 supervised practice hours)
NURS9711 DNP Practice Improvement Project Implementation (1 s.h.) (includes 100 supervised practice hours)
NURS9712 DNP Practice Improvement Project Analysis & Dissemination (3 s.h.) (includes 200 supervised practice hours)

Graduation Requirements

To qualify for graduation, each degree candidate must have:

1. Completed sufficient credit to meet the total required graduate semester hours within four years of enrollment. Students may petition one time for a 1-year extension.
2. Thirty-one total graduate semester hours with a minimum of 25 at Graceland.
3. Earned a final course grade of B or better in every course.
4. Satisfactorily completed the required DNP Practice Improvement Project.
5. Documentation of a minimum of 1000 post-BSN supervised practice hours.
6. Fulfilled all financial obligations to Graceland University.
7. Filed an application for graduation with the Registrar's Office at least 6 months prior to the anticipated graduation date.

Section 14:

GRACELAND UNIVERSITY
SCHOOL OF NURSING

POSTGRADUATE CERTIFICATES GUIDELINES

Section 14: Postgraduate Certificate Program

The Postgraduate Certificate program enlarges the focus of nursing, using as its foundation the Master of Science in Nursing (MSN) degree. Students admitted to the Postgraduate certificate program are not matriculated for a graduate degree. A certificate is received upon completion of the coursework, and graduates are eligible to sit for national certification/credentialing exams. The Postgraduate certificate program is primarily provided via the internet. It is designed to allow practicing RNs to pursue further graduate work within their home community. Students complete the requirements for certification through a combination of online courses and preceptor guided practicums in the student's community. All students are required to attend a focus session either virtually or at the Independence campus.

Admission Requirements

1. Master of Nursing degree (MN, MSN) from an NLNAC or CCNE accredited program. For students with foreign transcripts, a CGFNS evaluation is required with GPA equivalency and TOEFL score.
2. A minimum cumulative GPA of 3.0 or higher in the nursing master's degree program.

Postgraduate Family Nurse Practitioner (FNP) Certificate Program

The FNP concentration prepares nurses to perform in the expanded role, and caring for families in a variety of settings. The student's area of study incorporates a blend of theory and research with an emphasis on guided practice in clinical areas. The curriculum builds on the core master courses with the addition of essential FNP courses. All didactic and clinical courses follow the guidelines of the National Organization of Nurse Practitioner Faculties (NONPF) to meet the requirements for national certification.

FNP Certificate may require the following courses:

NURS5010 Introduction to MSN and Post-graduate Certificate Programs (0 s.h.) (if applicable.)
NURS5100 Pharmacotherapeutics (3-4 s.h.) (if applicable.)
NURS5143 Advanced Health Assessment and Diagnostic Reasoning (3-4 s.h.) (if applicable.)
NURS5193 Advanced Practice Nursing in Primary Care (2 s.h.)
NURS5194 Advanced Practice Competencies Lab (1 s.h.)
NURS5200 Primary Care of Families: Pediatrics (3 s.h.)
NURS5440 Advanced Pathophysiology (3-4 s.h.) (if applicable.)
NURS6200 Primary Care of Families: Adults (3 s.h.)
**NURS6740 Family Nurse Practitioner Practicum: Pediatrics (4 s.h.)
**NURS6760 Family Nurse Practitioner Practicum: Adult (4 s.h.)
**NURS6830 Family Nurse Practitioner Practicum: Family (4-5 s.h.)

**** All information regarding the practicums is located in the FNP Practicum**

Guidelines section of this manual. Please review these items for important dates, forms, and additional requirements.

Postgraduate Adult & Gerontology Acute Care Nurse Practitioner (AGACNP) Certificate Program

The AGACNP concentration focuses on preparing nurses to perform in the expanded APN role of caring for adult & gerontology populations in acute and chronic care settings. The student's area of study incorporates a blend of theory and research with an emphasis on guided practice in clinical areas. The curriculum builds on the core master's courses with the addition of essential FNP courses. All didactic and clinical courses follow the guidelines of the National Organization of Nurse Practitioner Faculties (NONPF) to meet the requirements for national certification.

AGACNP Certificate may require the following courses:

NURS5010 Introduction to MSN and Post-graduate Certificate Programs (0 s.h.) (if applicable.)
NURS5100 Pharmacotherapeutics (3-4 s.h.) (if applicable.)
NURS5143 Advanced Health Assessment and Diagnostic Reasoning (3-4 s.h.) (if applicable.)
NURS5192 Acute Care Diagnostics & Procedures I (2 s.h.)
NURS5195 Acute Care Assessment, Diagnostic & Procedures II (with 24-hour competency skills lab (4 s.h.)
NURS5270 Care of Adult-Gerontology Populations (2 s.h.)
NURS5280 Acute Care of Adult-Gerontology Populations I (2 s.h.)
NURS5290 Acute Care of Adult-Gerontology Populations II (2 s.h.)
NURS5440 Advanced Pathophysiology (3-4 s.h.) (if applicable.)
**NURS5450 AGACNP Practicum: Chronic Care (3-4 s.h.)
**NURS5460 AGACNP Practicum: Acute Care (3-4 s.h.)
**NURS5470 AGACNP Practicum: Final (3-4 s.h.)

**** All information regarding the practicums is located in the AGACNP Practicum Guidelines section of this manual. Please review these items for important dates and additional requirements.**

Postgraduate Psychiatric Mental Health Nurse Practitioner (PMHNP) Certificate Program

The PMHNP concentration focuses on preparing nurses to perform in the expanded APN role of caring for Psychiatric Mental Health settings. The student's area of study incorporates a blend of theory and research with an emphasis on guided practice in clinical areas. The curriculum builds on the core master's courses with the addition of essential FNP courses. All didactic and clinical courses follow the guidelines of the National Organization of Nurse Practitioner Faculties (NONPF) to meet the requirements for national certification.

PMHNP Certificate may require the following courses:

NURS5010 Introduction to MSN and Post-graduate Certificate Programs (0 s.h.) (if applicable.)
NURS5100 Pharmacotherapeutics (3-4 s.h.) (if applicable.)
NURS5143 AHA and Diagnostic Reasoning (3-4 s.h.) (if applicable.)
NURS5193 APN in Primary Care (2 s.h.) (if applicable.)
NURS5440 Advanced Pathophysiology (3-4 s.h.) (if applicable.)
NURS5662 PMHNP Foundations: Roles and Issues (3 s.h.)
NURS5663 PMHNP Psychopharmacology and Psychotherapeutics (3 s.h.) (if applicable.)
NURS5664 PMHNP Diagnosis and Management I: (Adults and Geriatrics) (3 s.h.)
NURS5665 PMHNP: Diagnosis and Management II (Pediatrics) (3 s.h.)
NURS5196 Advanced Practice Competencies Lab (1 s.h)
NURS6800 Role and Issues for the APN (3 s.h.) (applicable if not currently a nurse practitioner)
**NURS5430 Behavioral Therapy Concepts (Practicum) (3 s.h.)
** NURS6841 PMHNP Practicum I (4 s.h.) (
** NURS6842 PMHNP Practicum II (4 s.h.)
** NURS6843 PMHNP: Practicum: FINAL (4 s.h.)

**** All information regarding the practicums is located in the PMHNP Practicum Guidelines section of this manual. Please review these items for important dates and additional requirements.**

Postgraduate Nurse Educator (NE) Certificate Program

The Postgraduate Nurse Educator certificate program is a graduate-level program designed for persons who already possess a Master's degree in Nursing and are interested in enhancing their knowledge base and skills to teach adults in a collegiate or health care setting. Students admitted to the Postgraduate NE program are not matriculated for a graduate degree. A certificate in Nursing Education is awarded upon completion. The Postgraduate Nurse Educator Certificate Program requires the completion of 4 courses for a minimum of 12 hours. All four courses are online. A certificate is received upon completion of the coursework, and students are eligible to sit for the National League of Nursing (NLN) Nurse Educator certification exam.

NE Certificate Required Courses (12 s.h.)

NURS5010 Introduction to MSN and Post-graduate Certificate Programs (0 s.h.)
NURS5210 Role of the Nurse Educator in Online Teaching (2 s.h.)
NURS5650 Teaching Strategies (3 s.h.)
NURS6600 Assessment of Learning in Nursing Education (3 s.h.)
NURS6620 Curriculum Development (4 s.h.)

Postgraduate Certificate Completion Requirements

To qualify for a postgraduate certificate, each candidate must have:

1. Completed sufficient credit to meet the total required graduate semester hours within 6 years of enrollment for the Family Nurse Practitioner concentration or 4 years of enrollment for the Nurse Educator concentration. Students may petition one time for a 1-year extension.
2. Completed at Graceland University:
    - 33 total graduate semester hours with a minimum of 13 at Graceland for Family Nurse Practitioner, Adult Gerontology Acute Care Nurse Practitioner, and Psychiatric Mental Health Nurse Practitioner concentrations.
    - 12 total graduate semester hours with a minimum of 8 at Graceland for the Nurse Educator concentration.
3. Earned a final course grade of B or better in every course.
4. Fulfilled all financial obligations to Graceland University.
5. Filed with the Office of the Registrar at least 6 months before the anticipated certificate completion date.

Section 15:

GRACELAND UNIVERSITY
SCHOOL OF NURSING

MISCELLANEOUS ATTACHMENTS

Attachment A: Required Immunizations and Documentation for All Practicum Students

1. MMR:
One of the following is required:
- 2 vaccines
- Positive antibody titer

If the titer is negative or equivocal, a new alert will be created for you to submit a single booster.
If the series is in process, submit where you are in the series, and new alerts will be created for you to complete the series.

2. Varicella (Chicken Pox):
One of the following is required:
- 2 vaccines OR
- A positive antibody titer (lab report or physician verification of results is required) OR

Medically documented history of disease (must include the month and year)
If the series is in process, submit where you are in the series, and a new alert will be created for you to complete the series.
If the titer is negative or equivocal, a new alert will be created for you to receive 1 booster.

3. Hepatitis B:
One of the following is required:
- 3 vaccines
- Positive antibody titer (lab report required)
- Any declination signed by a health care provider is acceptable.

If the titer is negative or equivocal, new alerts will be created for you to submit a single booster.
If the series is in process, submit where you are in the series, and new alerts will be created for you to complete the series.

4. Hepatitis B 2nd Action:
One of the following is required:
- 3 vaccines
- Positive antibody titer (lab report required)
- Any declination signed by a health care provider is acceptable.

If the titer is negative or equivocal, new alerts will be created for you to submit a single booster.

5. TB Skin Test and TB Renewal at 1 year:
One of the following is required:

- Negative one-step skin test administered within the past 12 months OR
- Negative QuantiFERON Gold Blood Test OR
- Negative T-Spot test OR
- If positive results are obtained, physician clearance is documented on their letterhead following positive test results, completed within the past 12 months.

The renewal date will be set for 1 year.
Upon renewal, one of the following is required:

- 1 Step TB Skin Test OR
- Negative QuantiFERON Gold Blood Test OR
- Negative T-Spot test OR
- If past positive results are obtained, physician clearance is documented on the letterhead.

6. RN License:
Please submit documentation of your current RN License or verification of licensure through the state website. Must list the expiration date on the document. You MUST have a license for the state(s) in which you will be practicing during the practicum. The renewal will be set 30 days before expiration. (PMHNP students must have a license in the state where the patient is physically located during the session.)

7. Tetanus, Diphtheria & Pertussis (Tdap):
Submit documentation of Tdap administered within the past 10 years. The date of renewal will be set 10 years from the administered date. Please take note that a Td vaccine is not a Tdap vaccine.

8. CPR Certification:
Submit documentation of your current CPR Certification from any provider. The renewal will be set based on the expiration of certification. Certificates or letters from the provider will be accepted temporarily with a renewal of 30 days, by which time permanent documentation must be uploaded.

9. ACLS Certification (Required for AGACNP program only):
Submit documentation of your current ACLS Certification from any provider. The renewal will be set based on the expiration of certification. Certificates or letters from the provider will be accepted temporarily with a renewal of 30 days, by which time permanent documentation must be uploaded.

10. Health Insurance:
Please provide a copy of BOTH sides of your current health insurance card OR proof of coverage. If the name on the card does not match the name on file, verification of coverage from your insurance provider is required. The renewal will be set for one year from the date of review. If submitting Military Insurance, LES, and Driver's License will serve as proof of coverage.

11. Influenza:
Proof of Influenza shots are required each year to cover the Fall and Spring terms.
You must have received the vaccination as early as July and no later than January 31 to cover these two terms.
You may also choose to use a declination waiver. Please note that if you submit a declination waiver, you could be required to wear a mask throughout the flu season while at practicum. Students must notify the site if they have a declination waiver.
The renewal will be set to November 1st annually.

12. Confidentiality Statement:
Please download, print, and complete the 1-page Confidentiality Statement and upload it to the requirement.

13. Photo ID:
Please attach a color photo to be used for your card. Formatting should be similar to that of your passport/driver's license.
Criteria for an acceptable photo are the following:

- Taken within the last 6 months to reflect your current appearance.
- Taken in front of a solid color background (i.e. a blank wall with one color). Make sure that the color of the wall is in strong contrast to that of your hair and clothing.
- Taken in portrait formatting (vertical picture, not horizontal)
- Taken with only you as the subject, from the shoulders up facing the camera. Make sure that your full face and all of your hair are clearly visible and fully within the frame of the picture (i.e. no part of your face or hair is cropped out).
- Do not wear any masks, sunglasses, or hats obscuring your features (head coverings for religious purposes are acceptable).

CastleBranch will review the uploaded photo for proper formatting and print your card. Any photo not meeting the criteria listed above will be rejected, and you will be required to upload a new photo.

This page is the end of the Graduate Student Handbook.