FAYETTEVILLE STATE UNIVERSITY
SCHOOL OF NURSING

"Together We Can Change the Future of Nursing"

Master of Science in Nursing
Student Handbook

STUDENTS ARE SUBJECT TO THE HANDBOOK IN FORCE AT THE TIME OF THEIR
ADMISSION TO THE SCHOOL OF NURSING

7/27/20, Revised 4/1/21, 11/1/2021, 4/17/2023, 6/22/23

The School of Nursing follows the policies of Fayetteville State University as set forth in the Graduate Catalog. This handbook contains the policies and procedures that are specific to the School of Nursing at Fayetteville State University. The student is responsible for reading, reviewing, and adhering to the policies in this handbook, the Fayetteville State University Student Handbook, the Website www.uncfsu.edu, and the Fayetteville State University Graduate Catalog.

This handbook is subject to change based on meeting the requirements of regulatory agencies. The handbook will be maintained on the School of Nursing website. All changes will be updated electronically, and students will be notified of changes via their Bronco email account.

TABLE OF CONTENTS

Welcome to the School of Nursing at Fayetteville State University.

Our journey in achieving nursing excellence began in 1992 with our RN to BSN program. This vibrant program has thrived throughout our history to meet the needs of Registered Nurses in this region and beyond. We continue to educate many nurse leaders who play a significant role in the health maintenance of citizens in North Carolina and the rest of the country. Our pre-licensure program boasts amazing graduates who continue to impact health outcomes of citizens in the communities they work in and beyond. The graduate program is designed to impact the safety of patient care and quality of health outcomes through implementation of systems level approaches grounded in current best practices.

Our guiding philosophy of Caring is palpable in all we do, and is an expectation of our faculty, staff, students, and graduates.

We are in the state-of-the-art Southeastern North Carolina Nursing Education and Research Center which is technologically enhanced to support nursing education of the 21st century as well as the Clinical Simulation Center where you will experience the best in human patient simulation.

Best Wishes,

Afua O. Arhin PhD, RN

Professor and Dean

College of Health Science and Technology

Dear Graduate Students,

Welcome to the School of Nursing at Fayetteville State University and the Master of Science in Nursing Patient Safety and Quality program. We look forward to supporting you along your educational journey.

The MSN Patient Safety and Quality program was established in 2020 and is presently the only graduate nursing program in the state to offer this specialty track. The program is designed to prepare advanced level nurses to become experts in the provision of high quality and safe care. Graduates are also prepared to lead change to support quality and safety initiatives at the systems level. We believe our graduates will greatly impact the health of the regions they serve by enhancing the quality and safety of care for the public.

You are becoming part of the Bronco Family and a part of a university with a history of longstanding greatness. In the School of Nursing, we pride ourselves on personal commitment to student success. You can work with esteemed faculty who are currently engaged in research, service, and excellent teaching. You have access to a multitude of campus resources to support your success as a graduate student at FSU. At FSU, your success is our success!

I am confident in your ability to succeed and offer my support along your pathway to attaining your educational goals. Please do not hesitate to contact me if needed, and remember it is a great time to be a Bronco Nurse!

Take Care,

Jennifer J. Edwards

Jennifer Johnson Edwards, DNP, RN, WHNP, CNE, LANP-F
Interim Associate Dean / Assistant Dean / Associate Professor
School of Nursing
Fayetteville State University

CONTACT INFORMATION
Fayetteville State University School of Nursing

Name	Title	Office	Phone (910)	E-mail
Dr. Afua Arhin	Professor, Dean, College of Health, Science, and Technology	113A LSA	672-1106	aarhin@uncfsu.edu
Dr. Jennifer Johnson Edwards	Associate Professor, Interim Associate Dean, Assistant Dean School of Nursing	108A NERC	672-1105	jjohnson4@uncfsu.edu
Dr. Aprel Ventura	Assistant Professor, Graduate Program Director School of Nursing	NERC 326	672-2249	aventur1@uncfsu.edu
Carla Hall	Administrative Assistant, School of Nursing	108	672-2892	chall5@uncfsu.edu

Contact information for faculty and staff members is available at
https://www.uncfsu.edu/academics/colleges-schools-and-departments/college-of-arts-and-sciences/school-of-nursing/faculty-and-staff

Contact information for the Commission on Collegiate Nursing Education is available at
http://www.aacn.nche.edu/ccne-accreditation

SCHOOL OF NURSING DEGREE PROGRAMS

Generic (Pre-Licensure) Bachelor of Science (BSN) in Nursing Curriculum
The nursing curriculum is composed of two components: pre-nursing and upper division nursing. The pre-nursing component is composed of three academic semesters and one summer semester of prerequisite courses or the equivalent. The upper division comprises four academic semesters one summer session after admission to the upper division:

http://acalog.uncfsu.edu/preview_program.php?catoid=5&poid=742&returnto=101

RN to BSN Completion Program
This program is designed for **Registered Nurses** seeking a Bachelor of Science degree in Nursing.

http://acalog.uncfsu.edu/preview_program.php?catoid=5&poid=686&returnto=101

Master of Science in Nursing: Patient Safety and Quality

The Master of Science in Nursing: Patient Safety and Quality will give students an in-depth understanding of the current issues impacting healthcare, principles of patient safety, and types and impact of healthcare errors. Coursework is focused on understanding, applying, and evaluating patient safety principles, healthcare errors, and creating a culture of safety. Graduates will be prepared to lead safety and quality care initiatives with mastery of concepts in safety culture, regulations and compliance, legal issues, and system designs.

The MSN program is designed for students who have obtained a Bachelor of Science degree in Nursing, or a related field. The program is offered in an online format and consists of 36 credit hours. Students may enroll in the program as full- or part-time students.

ACCREDITATION

The master's degree program is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The baccalaureate degree program in nursing and master's degree program in nursing at Fayetteville State University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

MISSION

Consistent with the mission of the university, the mission of the School of Nursing at Fayetteville State University is to educate culturally competent, ethical, and caring nurses for a global society. Nursing is a discipline that builds on knowledge from nursing theory; the natural, social, and applied sciences; and the humanities. The School of Nursing is committed to educating graduates who will provide evidence-based and patient-centered care. The faculty value the systematic and purposeful application of the nursing process to promote the optimal health of clients throughout the life cycle and in a variety of settings. The School of Nursing strives to produce graduates who appreciate lifelong learning and are contributing members to the profession of nursing, the community, and society.

PURPOSE

The Master of Science in Nursing: Patient Safety and Quality will give students an in depth understanding of the current issues impacting healthcare, principles of patient safety, and types and impact of healthcare errors. Coursework is focused on understanding, applying and evaluating patient safety principles, healthcare errors and creating a culture of safety. Graduates will be prepared to lead safety and quality care initiatives with mastery of concepts in safety culture, regulations and compliance, legal issues, and system designs.

CONCEPTUAL FRAMEWORK AND PHILOSPOHY

The faculty of the School of Nursing decided on Jean Watson's theory of Caring as the conceptual framework that guides the program. The faculty, consistent with Jean Watson's theory, believes that for nurses to develop humanistic philosophies and value system, a strong liberal arts background is necessary, as demonstrated in our curriculum. The faculty also believe in Jean Watson's seven assumptions about the science of caring. These assumptions suggest that:

- Caring consists of carative factors that result in the satisfaction of certain human needs.
- Caring can be effectively demonstrated and practiced only interpersonally.
- Effective caring promotes health and individual or family growth.
- Caring responses accept the person not only as he or she is now but as what he or she may become.
- A caring environment is one that offers the development of potential while allowing the person to choose the best action for himself or herself at a given point in time.
- Caring is more "healthogenic" than is curing. A science of caring is complementary to the science of curing.
- The practice of caring is central to nursing.

The faculty members believe that a humanistic value system undergirds the construction of the science of caring in nursing. The faculty members also believe in the application of Watson's primary carative factors in nursing education which include the following:

- The formation of a humanistic-altruistic system of values.
- The installation of faith-hope.
- The cultivation of sensitivity to one's self and to others.
- The development of a helping-trust relationship.
- The promotion and acceptance of the expression of both positive and negative feelings.
- The systematic use of the scientific problem-solving method for decision making.
- The promotion of interpersonal teaching-learning.
- The provision for a supportive, protective, and /or corrective mental, physical, socio-cultural and spiritual environment.
- Assistance with the gratification of human needs.
- The allowance for existential-phenomenological forces.

Consistent with the theory, the School of Nursing employs the systematic use of the scientific problem-solving method for decision making. According to Watson, the scientific problem-solving method is the only method that allows for control and prediction, and that permits self-correction. She also values the relative nature of nursing and supports the need to examine and develop the other methods of knowing to provide a holistic perspective.

The caring philosophy also encompasses the promotion of interpersonal teaching-learning. In the context of nursing education, the caring nurse, and nurse educator, must focus on the learning process as much as the teaching process. Provision for a supportive, protective and /or corrective mental, physical, socio-cultural and spiritual environment is also essential to this theory.

This philosophy and value system provide a solid foundation for the approach to nursing education at Fayetteville State University as well as providing a foundation in extending our expertise and caring to a wide range of communities in the future.

PROFESSIONAL STANDARDS

The MSN curriculum within the School of Nursing at Fayetteville State University are guided by the following professional standards:

1. The American Association of Colleges of Nursing (AACN) *Essentials of Master's Education in Nursing*
2. The Institute of Medicine (IOM) *Core Competencies for Health Professionals from Health Professions Education: A Bridge to Quality*
3. The Quality and Safety Education for Nursing (QSEN) *Quality and Safety in Nursing: A Competency Approach to Improving Outcomes*

The relationship between the educational program outcomes and associated professional standards are provided in the following section of the handbook.

EDUCATIONAL PROGRAM OUTCOMES

The educational program outcomes for Master of Science in nursing program are consistent with the mission of Fayetteville State University, and the standards of the Commission on Collegiate Nursing Education (CCNE):

1. Critically evaluate theories and research findings designed to improve quality and safety outcomes across the health care continuum.

   - *AACN Masters Essential* I: Background for Practice from Sciences and Humanities
   - *QSEN Graduate Competency*: Evidence-based Practice
   - *IOM Core Competency*: Employ Evidence-based Practice

2. Evaluate effectiveness of various performance improvement models and tools for promoting quality and safety

   - *AACN Masters Essential* III: Quality Improvement and Safety
   - *QSEN Graduate Competency*: Quality Improvement
   - *IOM Core Competency*: Apply Quality Improvement

3. Design, implement, and evaluate performance improvement models and strategies to minimize risk and improve outcomes across the health care continuum

   - *AACN Masters Essentials* IV and VI: Translating and Integrating Scholarship into Practice; Health Policy and Advocacy
   - *QSEN Graduate Competency*: Quality Improvement; Safety

- *IOM Core Competency*: Apply Quality Improvement

4. Demonstrate critical thinking, information management, leadership and ethical behaviors in interactions with individuals, groups, organizations and populations.

   - *AACN Masters Essentials* V and VIII: Informatics and Healthcare Technologies; Clinical Prevention and Population Health for Improving Health
   - *QSEN Graduate Competency*: Patient-centered Care; Informatics
   - *IOM Core Competency*: Provide Patient-centered Care; Utilize Informatics

5. Demonstrate competence in leadership, communications, strategic planning and quality improvement skills to design and implement strategies to promote and sustain system wide improvement changes

   - *AACN Masters Essentials* II and IX: Organizational and Systems Leadership; Master's-level Nursing Practice
   - *QSEN Graduate Competency*: Quality Improvement; Safety
   - *IOM Core Competency*: Apply Quality Improvement

6. Demonstrate critical thinking to engage in research that contributes to scholarship in health care quality and safety

   - *AACN Masters Essential* IV: Translating and Integrating Scholarship into Practice
   - *QSEN Graduate Competency*: Evidence-based Practice
   - IOM Core Competency: Employ Evidence-based Practice

7. Incorporate interprofessional collaboration into an organizational strategic plan for improving healthcare quality and safety.
   - *AACN Masters Essential* VII: Interprofessional Collaboration for Improving Patient and Population Health Outcomes
   - *QSEN Graduate Competency*: Teamwork and Collaboration
   - *IOM Core Competency*: Work in Interdisciplinary Teams

REQUIRED COURSES

The Master of Science in Nursing: Patient Safety and Quality curriculum is comprised of 36 total credit hours. Courses are provided in an online format and students may enroll on a full- or part-time basis. The required courses for the MSN program include:

NURS 600 (3) Advanced Pathophysiology
This course focuses on pathophysiological processes across the lifespan. Emphasis is placed on the development of clinical reasoning skills for the advanced practice nurse.

NURS 601 (3) Research Methods and Biostatistics
This course focuses on the critical components of nursing research, theory, and models supporting the delivery of high quality and safe patient care. Emphasis is placed on current best practice recommendations in the areas of quality and safety in health care.

NURS 602 (3) Introduction to Population Health and Epidemiology
This course focuses on principles and methods of epidemiology with an emphasis on critical thinking, analytic skill, and application to clinical practice and research. Emphasis is placed on principles and methods of investigation, summaries and display of data, and statistical displays to describe the health of populations.

NURS 603 (3) Advanced Pharmacology
This course focuses on the application of advanced pharmacological principles in nursing practice. Emphasis is placed on clinical decision making, evidence-based practice, and altered pharmacodynamics in relation to age, race, and ethnicity.

NURS 604 (3) Quality and Safety in Health Care
This course focuses on improvement of patient care quality and safety in the health care setting. Emphasis will be placed on understanding system design, informatics and relationship to performance, the basic principles of safe design, quality measures and the evidence that supports these approaches.

NURS 605 (3) Research Evaluation and Translation for Health Care
This course provides specific approaches to the evaluation of the quality and translation of relevant research. Emphasis will be placed on critical analysis of the nursing literature. Each student will develop and evaluate a plan for the translation of the research into their practice.

NURS 610 (3) Advanced Physical Assessment
This course focuses on synthesis of nursing and biopsychosocial concepts necessary for advanced, comprehensive physical assessment of adults. Emphasis will be placed on current best practice for enhanced clinical decision making and diagnostic reasoning.

NURS 611 (3) Ethical and Legal Issues in Health Care Management
This course focuses on the ethical and legal implications in health care and policy. Emphasis will be placed on approaches that allow the quality and safety professional to implement, evaluate, and sustain system wide changes in health care organizations.

NURS 612 (3) Creating a Culture of Safety and Quality Care
This course focuses on the design, implementation, and evaluation of a project planned to enhance quality of care and safety practices in the healthcare organization. Will include practicum hours applicable to research action project or thesis.

NURS 613 (3) Systems Leadership, Collaborative Practice, and System Thinking
This course focuses on development of competence in leadership at the systems level. Emphasis will be placed on communication, informatics, strategic planning, and evidence- based approaches to facilitating sustained systems change.

NURS 614 (6) Quality and Safety Capstone
This course focuses on the completion of a project or thesis initiated in NURS 612. Emphasis will be placed on the design, implementation, and evaluation of a project or thesis planned to enhance quality of care and safety practices in the healthcare organization. Will include practicum hours applicable to research action project or thesis.

Students entering the MSN program without a BSN must take NURS 609 Special Topics (1 credit) in the first year of study for emphasis on the essential elements of BSN education.

Sample curriculum plans for full- and part-time study are in Appendix A.

GENERAL INFORMATION

Change of Name, Address, and/or Telephone Number

If there is a change in the name, address, and/or telephone number of a student while enrolled in the MSN Program, the student must report the change to the School of Nursing. Please keep an updated emergency phone number with the School of Nursing office.

Confidentiality

Confidentiality is a component of accountability and must always be observed. Discussions, written information, and medical record pictures concerning client(s) that may occur during practicum experiences must be confidential. At no time shall a client be discussed while at break, on the elevator, in the dining area, on campus, at home, or any other similar setting. Noncompliance is cause for dismissal from the graduate program.

HIPAA Compliance

All those in healthcare must now comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need-to-know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, when administering a medication, the healthcare provider would have full access to the medical record. This is covered by the patient's consent for treatment.

To protect patient/client privacy, all information that could identify the patient/client must be removed from student papers, such as care plans and case studies.
Information to be removed includes the individual's name, initials, address, phone number, fax number and Social Security number. Student papers may not be copied for careless circulation and handling. Written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information.

Confidentiality and privacy also extend to oral communications which extend beyond the need to know for treatment and/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet all the clinical agency's requirements as part of the clinical affiliation during practicum experience.

Academic Advisors and Faculty Mentors

Each student is assigned an academic advisor who will assist the student with class scheduling and program progression related issues. Each student will select a faculty mentor during the first semester of graduate study. The faculty mentor will serve as an additional resource for the student and is available during office hours or by special request. **S**tudents bear final responsibility for adhering to their official approved program of study and for the academic decisions they make**.**

Student Access to Instructors

Full-time faculty members will post office hours to inform students of their availability for interaction and academic assistance. Part-time faculty members will notify students of their availability outside of class and clinical.

Student Professional Behaviors

Students are expected to adhere to the University's Code of Conduct located at https://www.uncfsu.edu/assets/Documents/Office%20of%20Legal%20Affairs/CodeofStudentConduct2017.pdf , the Code of Ethics for Nurses located at https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/ and the following professional behaviors:

1. Demonstrate professional responsibility and accountability in providing nursing care by:
   a. Showing self-direction in providing care of client(s).
   b. Reporting promptly to the clinical area.
   c. Leaving assigned experience area by reporting off duty appropriately.
   d. Identifying own assets and limitations with instructor.
   e. Accepting and utilizing constructive feedback and suggestions.
   f. Submitting assignments punctually.

2. Complete responsibility for assigned client(s) prior to post conferences by:
   a. Completing charting and reporting is completed by designated time.
   b. Terminating client relationship prior to leaving each day.
   c. Organizing care to utilize time effectively.
   d. Leaving work area neat, clean, and resupplied.

3. Inform instructor at appropriate intervals during clinical by:
   a. Assuming responsibility for assignments.
   b. Reporting pertinent observations promptly.
   c. Participating in learning situations.
   d. Accepting responsibility for own errors and actions.
   e. Calling attention to own errors which the instructor or staff may not notice.

4. Students provide quality care to all clients by:
   a. Reporting immediately to the clinical instructor and charge nurse all personal

injuries.
   b. Following clinical facility policy for alleged injuries.
   c. Reporting immediately to the clinical instructor any ethical dilemma or conflicts that arise during provision of care.

5. Assume responsibility for meeting personal and professional behaviors by:
   a. Accepting professional responsibility by practicing courteous, cooperative, pleasant and helpful interaction with others (this includes verbal and nonverbal communication).
   b. Accepting personal responsibility for one's own actions.
   c. Utilizing moral, ethical, professional, and legal principles.
   d. Representing Fayetteville State University in a professional manner at all times.
   e. Wearing professional attire essential to maintain a professional image.
   f. Recognizing performance strengths and limitations and accepting responsibility for proactively implementing a remediation plan of action.

CONFLICT RESOLUTION

If a student encounters conflicts or concerns in a nursing course or practicum area, the student should first approach the faculty member involved in the course. If an acceptable resolution is not achieved, then the student should follow the hierarchical listing below:

1. Course Faculty
2. Graduate Program Director
3. Assistant Dean, School of Nursing
4. Associate Dean, School of Nursing
5. Dean, College of Health, Science, and Technology
6. Chair, Graduate Council
7. Provost

STUDENT RESOURCES

1. Center for Personal Development
   a. (https://www.uncfsu.edu/faculty-and-staff/divisions-departments-and-offices/division-of-student-affairs/center-for-personal-development/students-with-disabilities-services
   b. The Student Disability Service Program assists in making reasonable accommodations related to campus life for students with disabilities by working closely with other areas of the university as well as community agencies. General services offered include assistance in alternatives for administering course exams, assisting in note-taking and helping students secure aids and services.
   c. Counseling and outreach services by licensed professional counselors, can assist students in making satisfactory decisions and resolving problems concerning personal issues to promote success in school.
   d. A substance abuse prevention program and counseling is available to FSU students.

2. Chesnutt Library
   a. https://www.uncfsu.edu/library
   b. The mission of the Charles Waddell Chesnutt Library is to support the University in its educational, research and cultural endeavors through careful selection, acquisition, organization, and interpretation of information resources. To fulfill the mission, the following services are offered: databases, digital commons, inter-library loan, printing, copying, scanning, study rooms, access to NC Live, RefWorks, among other resources.

3. Office for Adult Learners
   a. https://www.uncfsu.edu/academics/colleges-schools-and-departments/office-for-adult-learners
   b. The Office for Adult Learners is a campus resource dedicated to supporting students 24 years old and over, such as by providing guidance with FSU's processes, practices, and policies. If you need a place to study, do group work, or just get away before, between, or after class, visit: 1) Student Commuter Lounge (downstairs facing the Radio Tower parking lot in the Student Center); 2) Adult Learners' Workroom (Broadwell College of Business and Economics Room 210); and the 3) Charles W. Chesnutt Library.

4. Office of Scholarships and Financial Aid
   a. https://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-scholarships-and-financial-aid
   b. The office offers an array of different options to help you with your educational expenses. You must submit a Free Application for Federal Student Aid (FAFSA) to be considered for grants, scholarships, work-study, and student loans.

5. Information Technology Services
   a. https://www.uncfsu.edu/faculty-and-staff/divisions-departments-and-offices/division-of-its
   b. To support the mission and strategic priorities of the University, Information Technology Services (ITS) strives to meet the rapidly evolving technology needs of the University by providing current, reliable, and secure resources (hardware, software, and applications) while facilitating a great user experience.

6. Student Health Services
   a. https://www.uncfsu.edu/faculty-and-staff/divisions-departments-and-offices/division-of-student-affairs/student-health-services
   b. Student Health Services strives to provide high quality health care and health educational services that enable students to develop and maintain a solid foundation for healthy lifestyle practices and to improve current and future health

outcomes. Student Health Services strives to promote and maintain conditions that are conducive for healthy living, guide and encourage students to accept health as a positive value of life and stimulate an interest in students to make healthy choices.

7. Office of the Registrar
    a. https://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-the-registrar/register-for-classes
    b. This office provides information regarding registration for graduate courses at FSU.

8. Multiple additional student resources are located on the FSU web page under the current students tab and at this link https://www.uncfsu.edu/current-students/student-resources

ACADEMIC POLICIES

Grading System

Grading in the MSN program occurs on a 10-point scale. The grading scale for the MSN program in the School of Nursing is as follows per the FSU Graduate Catalog:

> The following grades are assigned to indicate the quality of students' academic work:
> A –Superior
> B –Good (Required for progression)
> C –Marginal
> F –Failure
> S –Satisfactory (reported only for dissertations, theses, directed studies, internships, and practica)
> U –Unsatisfactory (reported only for dissertations, theses, directed study, internships, and practica)
> Only grades of "S," satisfactory, or "U," unsatisfactory, are reported as final grades on dissertations, theses, directed studies, internships, and practica. The university calculates the grade point average using all grades except "S" and "U."

Academic Standards for Progression

1. Students must earn a grade of "B" or higher in each NURS course in order to progress in the graduate nursing program.
2. To remain in good academic standing, graduate students are required to maintain a minimum cumulative GPA of 3.0 on all graduate-level courses. Students are expected to achieve a satisfactory grade ("A" or "B") in all coursework attempted for graduate credit. If a student's cumulative GPA falls below 3.0 at any time, the student will be automatically placed on academic probation and a registration hold will be placed on his or her account. The probationary period will last until the student completes nine credit (9) hours, with the expectation that the student will bring the GPA up to at least 3.0. To register for classes during the probationary

period, a student must consult with his/her academic advisor or graduate coordinator to receive the best advice possible to ensure success in the program. A student who fails to earn a cumulative GPA of 3.0 at the end of the probationary period (i.e., after taking nine (9) credit hours of graduate courses) will automatically be dismissed from the graduate program. The Termination Due to Grades policy supersedes the policy on Academic Probation, as graduate students who receive three (3) "C" grades or one (1) "F" or "U" grade in any graduate level course(s) will not be eligible to register for subsequent semesters at FSU.

3. A student who receives a grade of C in a graduate course may repeat that course once without permission. The Course Repeat form must be submitted to the Office of the Registrar. To repeat a second course in which a student earned a grade of C, the student must seek permission from the graduate coordinator and department chair. The department must submit the Course Repeat form to the Office of the Registrar. The grades earned on the first attempt and on the repeat attempt will remain a part of the student's permanent record and will be shown on the student's transcript. The grade and hours earned in the first attempt will not be computed in the grade point average. Enrollment will be terminated if a student receives a grade of "F" or "U" in a repeated course. A course may be repeated one time only.

4. Graduate students who receive three (3) "C" grades or one (1) "F" or "U" grade in any graduate level course(s) will not be eligible to register for subsequent semesters at FSU. This applies to any current graduate program and any courses transferred or applied to the current graduate program.

5. Graduate students who receive a third "C" or one "F" in the semester they intend to graduate are terminated from the program and are not eligible for graduation until a petition for readmission is resolved.

6. Continuous enrollment rules apply in the circumstance of termination. Students who are terminated from their programs because of failure to maintain continuous enrollment and/or who have not been granted a leave of absence during a fall or spring semester will be required to reapply for admission and pay the application fee again if they wish to resume their graduate study at Fayetteville State University.

Transfer Credits

Transfer credits for graduate courses with a grade of B or higher may be accepted at Fayetteville State University toward completion of a master's degree. Transfer credits may account for no more than twenty five percent of the total degree credit hour requirement. Individual master's programs may restrict the maximum number of transfer credits to six hours. The doctoral program allows for up to twenty five percent of the total degree credit hour requirement to consist of transfer credits; however, these transfer hours may not be used in the program core. The remaining hours must be earned in residence.

Course work successfully completed at colleges and universities recognized by the Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges, Higher Learning Commission (HLC), Middle States Commission on Higher Education (MSCHE), New England Commission of Higher Education (NECHE), Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools

Commission on Colleges (SACSCOC), and WASC Senior College and University Commission (WSCUC) will be considered for transfer credit. College level coursework completed at other US Department of Education nationally accredited colleges/universities or equivalent which are not listed above may be considered for transfer credit. Correspondence courses at any institution will not be accepted.

Students wishing to transfer credits must submit the Transfer Course Evaluation Form, official transcripts, and other appropriate course identification information (e.g., copy of course description from catalog, course syllabus) to the advisor for initial approval. The recommendations of the advisor should be forwarded to the department chair/associate dean and college dean for approval. Course work may be transferred upon the student's admission into a graduate school program. Course work transferred must not be older than six years at the time the intended master's degree or eight years at the time the intended doctoral degree is awarded.

Students wishing to pursue courses at another university to transfer to Fayetteville State University must obtain the approval of the department chair/associate dean and college dean prior to taking the courses. Students should submit the Transfer Courses form. The form is posted on the Graduate Programs website.

Student Complaint Process

The purpose of the Student Complaint Process is to provide Fayetteville State University (University) students with appropriate means for registering complaints regarding University actions, decisions, and/or processes. The process may be utilized by all currently enrolled University students.

Information about the Student Complaint Process and the student complaint form can be viewed by clicking on the following link:

https://www.uncfsu.edu/faculty-and-staff/divisions-departments-and-offices/division-of-academic-affairs/student-complaint-process

Degree Time Limit

All master's degrees, including the thesis, directed study, internship, and comprehensive examinations, must be completed within six (6) calendar years from the date of the first course(s) carrying graduate degree credits applicable to the student's degree program. All graduate certificate programs must be completed within six (6) calendar years from the date of the first course(s) carrying graduate credits applicable to the student's graduate certificate program. Doctoral degree requirements, including the dissertation and transfer credits, must be completed within eight (8) calendar years from the date of enrollment in the first course(s) carrying graduate degree credits applicable to the student's program. One exception may be granted at the discretion of the college dean due to extenuating circumstances.

Course Load

Students enrolled for nine (9) or more credit hours during a regular semester and six (6) or more credit hours during a summer session are classified as full-time students. The graduate student course load is lower than the normal undergraduate load because of the extensive reading,

independent thinking, and individual research required of graduate students. Students should consider their academic ability as reflected in their academic history and the amount of time they have available for study in deciding how many hours in which they will enroll. No more than

twelve (12) credit hours of work may be taken in one regular semester or six (6) credit hours of work during a summer session, unless otherwise noted in an approved curriculum in the current catalog or unless approval is granted by all the following: the student's advisor, the department chair, dean of the school or college.

Withdrawal from a Class

Students may withdraw from individual classes until the deadline each semester, term, or session. (See Academic Calendars for specific dates.) Students who complete the class withdrawal process will receive a grade of "W." Tuition and fees are not adjusted for withdrawing from individual classes. Failure to attend classes does not constitute official withdrawal from that class. Students who stop attending classes but do not officially withdraw will receive a final grade of "F" and automatically will be withdrawn from the University.

Academic Dishonesty

Acts of dishonesty in any work constitute academic misconduct. Such acts include cheating, plagiarism, misrepresentation, fabrication of information, and abetting any of the above. Plagiarism presents pitfalls to be avoided: failure to document any words, ideas, or other contributions that do not originate with the author constitutes plagiarism. Widespread use of the World Wide Web (Internet) requires attention to proper documentation practices. Individual course syllabi offer additional clarification about requirements for proper documentation. Procedures outlined in the Fayetteville State University Student Handbook will be followed for incidents of academic misconduct. The student handbook is available online at https://www.uncfsu.edu/current-students/student-resources. Non-disclosure or misrepresentation on applications and other university records will make students liable for disciplinary action, including possible expulsion from the university.

Petition for Readmission after Termination/Dismissal from Graduate Program

When special circumstances warrant, a graduate student who has been terminated/dismissed from the graduate program due to poor performance may petition for consideration for conditional admission to improve upon his or her performance. In the petition, a student must provide very strong evidence to have any chance of a successful review. That is, a student who wishes to petition for conditional admission must realize that he or she will be required to provide evidence to show that his or her performance will improve if given a second chance. A request for conditional admission must be submitted to the Graduate Program Director, who will ask the program faculty members familiar with the student's academic performance to evaluate the petition. In evaluating the petition, the program faculty members will, among other factors, consider the special circumstances presented by the student and his or her potential to improve upon her performance. If the program faculty members opt to readmit the student, a conditional readmission recommendation will be sent to the Graduate Program Director, who will transmit the recommendation to the college/school Dean. The Dean will review the recommendation and notify the student, the department chair, and Graduate Program Director of his or her decision. Approval of the conditional readmission may be contingent upon the student meeting additional requirements imposed by the program faculty. If the student satisfies the conditions and

improves upon his or her performance, the conditional status will be removed. A conditional readmitted student who receives an additional grade of C or F will be permanently dismissed from the graduate program.

Grade Appeal Policy

If a student thinks that a final grade is inaccurate, he or she should first consult with the faculty member who awarded the grade. The university expects most grade appeals to be resolved by the student and instructor. If the instructor agrees to change the student's grade, the instructor must submit a grade change form for approval by the Graduate Program Director, Dean, and Provost and Vice Chancellor for Academic Affairs. The Registrar's Office will inform (by email) the student, the instructor, and the Graduate Program Director about the grade change. If these informal efforts are unsuccessful in resolving the student's concern, the student may initiate a formal grade appeal.

The formal grade appeal must include documentation that one or more of the following occurred: 1) the instructor made an error in calculating the final grade; 2) the final grade was based on criteria and/or standards at variance with the course syllabus; and/or 3) the final grade was based on factors other than student achievement/performance. Failure to address one or more of these three reasons is a basis for rejection of that appeal. Students must recognize that they bear the burden of proof in the grade appeal process and that a grade appeal will not be successful without appropriate documentation.

The student must submit the written appeal, with documentation, first to the instructor. If the instructor rejects the appeal, the student may submit the appeal to the instructor's department chair. If the Graduate Program Director rejects the appeal, the student may submit the appeal to the dean of the college/school of the instructor. If the Dean rejects the appeal, the student may submit the appeal to the Provost and Vice Chancellor for Academic Affairs. If the department chair or dean supports a grade appeal, he or she will forward to the next administrative level for review. The grade appeal will be considered at each administrative level only after it has been reviewed at all previous levels. To ensure review of appeals at each level, each respondent to the appeal will send a copy of the response to the next higher review, i.e., faculty will send copy to Graduate Program Director, Graduate Program Director to Dean, and Dean to Provost. The Graduate Program Director and Dean will respond to the grade appeal either by upholding the original grade or working with the faculty member (and, in the case of the dean, with the chair) to propose a means of re-evaluating the student's final grade. The Graduate Program Director and Dean do not have the authority to change a student's grade.

If the student submits the written appeal to the Provost and Vice Chancellor for Academic Affairs, the appeal will be submitted for review to the FSU Graduate Council. If the appeal is based on grounds other than the three specified above, the FSU Graduate Council will reject the appeal without further review. If the appeal is based on one of three grounds specified above, the FSU Graduate Council will discuss the appeal with the instructor and the student and, after a careful review of all relevant information, recommend either that the original grade be upheld or that a new grade be awarded. If the FSU Graduate Council upholds the original grade, the student will be informed in writing of the decision of the Council. If the FSU Graduate Council recommends a new grade and the recommendation is approved by the Provost and Vice Chancellor for Academic Affairs, the FSU Graduate Council's recommendation will be forwarded to the Registrar, with a copy to the faculty member, for notation on the student's record.

A complete record of the grade appeal process will be placed in the student's permanent file. The Registrar's Office will inform (by email) the student, the instructor, and the Graduate Program Director about the grade change.

The decision of the Provost and Vice Chancellor for Academic Affairs regarding a grade appeal is final and may not be appealed further.

Timeline for Formal Grade Appeal Process

Students must initiate the formal grade appeal process no later than the 20th day of class in the next fall or spring semester after the contested grade was received. Grade appeals submitted after this deadline will not be considered. Grade appeals will be resolved before the end of the semester in which they are submitted.

Grade appeals are not considered during the summer.

Graduate students who initiate a formal grade appeal in the same semester that they plan to graduate should be aware that the grade appeal will very likely NOT be resolved in time for graduation clearance.

Admission to Candidacy for the Master's Degree

Admission to Fayetteville State University in a degree program does not carry with it admission to candidacy for the graduate degree. Students should apply for admission to candidacy once they have completed at least twelve (12) credit hours but no more than eighteen (18) credit hours of study at Fayetteville State University. Approval of degree candidacy by the dean of school or college certifies that the student's academic performance has been reviewed and that permission to pursue the program of study to completion has been granted. To be admitted to candidacy for a graduate degree, the student must have:

- Been admitted to a degree program;
- Completed at least twelve (12) credit hours (600 level courses in the MBA program) but not more than eighteen (18) credit hours of graduate study at Fayetteville State University, with a GPA of 3.0 or higher at the time of application for admission to candidacy;
- An advisor assigned by the departmental or area;
- An approved program of study; and
- Satisfied all other conditions affecting admission.

Failure to meet the requirements will result in denial of admission to degree candidacy and administrative withdrawal from the stated degree program. The following is the procedure for requesting admission to degree candidacy:

1. After completing twelve (12) semester credit hours of graduate courses at Fayetteville State University, the student submits to the graduate coordinator an application for admission to degree candidacy. The application is located online at https://www.uncfsu.edu/assets/Documents/Graduate/Admission%20to%20Candidacy%20for%20a%20Masters%20Degree%20revised%202%2017-FILLABLE.pdf The application form must be signed by the student's graduate advisor and department

chair/program director. The department chair submits the signed application for candidacy form to the dean of college or school.
2. The dean of school or college processes the application and notifies the student, the department chair, and the graduate coordinator of the action taken.
3. Copies of the letter are sent to the student, advisor, department chair, and graduate coordinator/director.

Note: Students who have completed eighteen (18) credit hours and have not applied for admission to candidacy will not be permitted to enroll in additional courses.

Graduation Policy

All students who expect to graduate must submit the online graduation application and pay the non-refundable graduation fee, through their online Banner account. Before doing so, the student should review and discuss their degree evaluation with their advisor to determine if they are on track to meet degree requirements.

Students must apply for graduation to participate in commencement exercises. Prospective graduates for Spring Commencement must apply for graduation by January 30 of the same year. The university assumes no responsibility for making special adjustments for students who file late applications for graduation.

Students must check their official FSU student email account on a regular basis for updates on their graduation status. Students must maintain contact with their academic department and/or advisor to ensure that all necessary documents are completed, and all graduation requirements are met. Requirements are considered complete only when appropriate documentation is received by the Office of the Registrar. Students are subject to the institutional regulations in effect when they apply for graduation. Changes in institutional regulations may change the graduation requirements specified above. Hence, students are encouraged to know the institutional regulations in effect at the time of their anticipated graduation. Once a degree is conferred, the academic record is closed and therefore no changes may be made relevant to that program.

Graduation Requirements

Students must have a cumulative GPA of 3.0 or greater to fulfill graduation requirements. The Termination Due to Grades/Dismissal policy still applies (three (3) "C" grades or one "F" or "U" grade in any graduate level course). To calculate the average, all grades except "S" and "U" will be counted in all courses that are attempted. All courses in the student's approved program of study must be completed. Students must be enrolled at Fayetteville State University in the semester they intend to graduate. For students in Master's degree programs, courses cannot be older than six (6) years at the time of graduation. For students in the Doctoral degree program, courses cannot be older than eight (8) years at the time of graduation. Students should apply for graduation early in the semester they plan to graduate. Students should seek advice from Graduate Coordinators before applying for graduation. Students must pay the required graduation application fee. Students cannot graduate with unresolved grades of "I," "IP," or "U" on their transcripts. All requirements to remove these grades must be met before graduation.

Commencement

Official degree conferral and commencement are two distinct events.

Degrees are officially conferred only after the Registrar verifies that a student has completed all degree requirements and designates a degree conferral date on the student's official transcript. Degrees are officially conferred four times a year, in May, June, August, and December. Diplomas bearing the official degree conferral date are mailed to graduates four to six weeks after the Registrar verifies completion of all requirements. Diplomas and transcripts will be withheld from any graduate with unpaid university bills.

Commencement is a traditional academic ceremony that celebrates students who have attained the important milestone of degree completion. The conferral of degrees by the Chancellor at commencement is for ceremonial purposes and does not guarantee official degree conferral.

Commencement is conducted once a year, at the end of the spring semester.

Graduates with degrees conferred in December are eligible to participate in the spring commencement immediately following degree completion. Prospective graduates with degree conferral scheduled for the end of Spring or any Summer session will be permitted to participate in commencement of the same year as scheduled degree conferral if they are enrolled in all outstanding courses required for degree completion, which may include one or more summer terms.

All students must apply for graduation and pay the graduation fee regardless of whether they participate in commencement or not.

MSN GRADUATE STUDENT CAPSTONE PRACTICUM REQUIREMENTS

Clinical Learning Experiences

Professional nursing education provides rich and varied opportunities for practice experiences, both direct and indirect care practice experiences, across four spheres of care. These four spheres of care include: 1) disease prevention/promotion of health and well-being, which includes the promotion of physical and mental health in all patients as well as management of minor acute and intermittent care needs of generally healthy patients; 2)chronic disease care, which includes management of chronic diseases and prevention of negative sequelae; 3) regenerative or restorative care, which includes critical/trauma care, complex acute care, acute exacerbations of chronic conditions, and treatment of physiologically unstable patients that generally requires care in a mega-acute care institution; and 4) hospice/palliative/supportive care, which includes end-of-life care as well as palliative and supportive care for individuals requiring extended care, those with complex, chronic disease states, orthose requiring rehabilitative care (AACN, 2019).

Clinical experiences are essential for students to care for a variety of individuals, families, groups, and communities. Clinical learning provides opportunities for a student to enhance the provision of care and gain the skills needed to be an effective member of the interprofessional team. Students in all professional nursing education programs need sufficient clinical practice experiences, direct and indirect, to demonstrate end of program learning outcomes. All students in nursing education programs in the School of Nursing will engage in direct care practice experiences in all four spheres

of care and across the lifespan. Additionally, all students in nursing education program in the School of Nursing will have an immersion experience, towards the end of their program, which allows integration for learning and transition to professional practice.

Examples of direct care experiences include provision of nursing care directly to patients, which are defined as individuals, families, groups, communities, or populations; but also may include

· Working with other providers in any setting where health care is delivered, including the community, to identify gaps in care and implement a quality improvement strategy

· Collaborating with nursing staff to implement a new procedure or nursing practice that is evidence based

· Working with an interprofessional team to evaluation the outcomes of a new practice guideline and implement recommended changes

· Designing and implementing a coordinated, patient centered plan of care with an interprofessional team. (AACN, 2012).

Indirect care practice experiences and simulation learning may be used as is appropriate. Simulation experiences represent an important component of clinical education, serving as a valuable augmentation to direct and indirect care within health settings. These experiences provide an effective, safe environment for learning and demonstrating competencies. However, direct care experiences continue to be the most important component of clinical education. Simulation and indirect care experiences cannot be used as a substitute for all direct care experiences in the School of Nursing.

Indirect care refers to nursing decisions, actions, or interventions that are provide through or on behalf of patients. Examples of indirect care experiences include:

· Educating other health care providers regarding the safe and effective use of new technology

· Writing a policy and working with other stakeholders to have the policy approved

· Working with community leaders to develop a disaster/emergency preparedness plan

· Collaborating with the facility information staff to design or implement an electronic health record

· Working with staff to write an administrative policy (AACN, 2021).

American Association of Colleges of Nursing. (2012). Expectations for practice experiences in the RN to baccalaureate curriculum. https://www.aacnnursing.org/Portals/42/News/White-Papers/RN-BSN-Expectations-White-Paper.pdf

American Association of Colleges of Nursing. (2019). The essentials: Core competencies for professional nursing education. https://www.aacnnursing.org/Portals/42/AcademicNursing/pdf/Essentials-2021.pdf

Rotation Manager Requirements

Each graduate student is required by the School of Nursing to establish a Rotation Manager account during the first semester of study. Dates will be provided by the course faculty and/or Clinical Director.

Rotation Manager requirements for all students in the School of Nursing (pre-licensure, RN-BSN and MSN) include:

· Criminal background check
· Drug screen
· CPR certification (American Heart Association BLS Healthcare Provider)
· Influenza vaccine
· Tuberculosis (Tb) skin test
· Physical exam form and immunization (please use the form provided in rotation manager)
· Signed handbook receipt
· Verification of your license record

· Liability insurance (liability insurance must be personal RN, they need to know you are in a student status, worth 1 million, and employer-based liability is not accepted)

> **Not Mandatory**
> Covid vaccine (The Covid-19 vaccine is not required by the School of Nursing; however, some clinical agencies may require the Covid-19 vaccination. If this vaccine is required by the clinical agency that you are assigned, then you will be required to submit proof of vaccination into Rotation Manager.)

> Students will not be able to attend clinical experiences without a current and completed Rotation Manager account which shows documentation of completion of all requirements. Failure to complete the required Rotation Manager documentation may result in the assignment of an incomplete grade for the course or failure to progress in the program.

Capstone Practicum Overview

The Capstone Practicum is designed to provide the student an opportunity to plan and implement a project focusing on enhancing patient safety and quality in the health care setting. This experience provides the basis for application of quality and safety principles in advanced nursing practice. Each practicum experience must be analytical, grounded in theory and include application of current best practices in patient safety and quality. All practicum hours will be under the direction of the faculty of record for the course and an approved preceptor. The preceptor must have a minimum of a master's degree in nursing and experience in the appropriate area. In some instances, the master's student may engage in a clinical experience at the student's employing agency. This arrangement requires a systematic assessment of that setting's ability to allow the student to engage in new practice activities, framed by the learning objectives of the program, and overseen or supervised by a mentor/preceptor or faculty member. Students should not select direct supervisors as preceptors. Nursing faculty will approve all preceptors.

Capstone Practicum Process

7/27/20, Revised 4/1/21, 11/1/2021, 4/17/2023, 6/22/23

1. Identify the Focus of the Capstone Practicum	In the semester prior to graduation and during enrollment in NURS 612 *Creating A Culture of Safety and Quality* (3) the student will identify an area of focus for the capstone practicum with the assistance of the assigned course faculty. In the same semester, the student will select an advisor for the capstone project using the *Capstone Practicum Advisor Selection* form.
2. Formation of Graduate Review Committee	In the semester prior to graduation and during enrollment in NURS 612 *Creating a Culture of Safety and Quality* (3) the graduate program coordinator will assist the student in identifying a graduate review committee using the *Capstone Practicum Graduate Committee Identification* form. The committee will consist of three members, with one serving as the Chair.
3. Proposal Development for Capstone Practicum	In the semester prior to graduation and during enrollment in NURS 612 *Creating a Culture of Safety and Quality* (3) the student will begin development of a proposal for the capstone practicum. A total of 15 practicum hours are allotted to planning and development.
4. Proposal Defense of Capstone Practicum	In the last semester of coursework and during enrollment in NURS 614 *Quality and Safety Capstone* (6), the student will complete an oral defense of the proposed practicum. The student will provide an overview of the proposal to include purpose and significance to improving patient safety and quality in health care. The student will initiate the *Capstone Practicum Preliminary Oral Defense and Topic Approval Form* form prior to the oral defense. The committee chair will deliberate with members after the oral defense and inform the student of the committee's decision.
5. Implementation of Capstone Practicum	Upon approval from the graduate review committee, the student may begin implementation of the approved practicum. The student will record all practicum hours using the *Capstone Practicum Time Log*.

6. Scholarly Capstone Practicum Paper	Upon completion of the capstone practicum project, the student will write a scholarly paper according to the guidelines included in the NURS 614 *Quality and Safety Capstone* (6) course syllabus. A copy of the scholarly project paper will also be provided to each member of the graduate review committee, according to the timeline for the practicum project.
7. Oral Defense of the Capstone Practicum	In the last semester of coursework and during enrollment in NURS 614 *Quality and Safety Capstone* (6), the student and graduate review committee chair will schedule a date for the oral defense according to the timeline. The defense will be an oral summary of the practicum capstone experience with emphasis on impacts of the project on improving patient safety and quality in the health care setting. Graduate review committee members may ask the student questions after the presentation. The graduate review committee will deliberate and inform the student if the proposal was accepted, accepted with minor revisions or rejected with major revisions required. The graduate review committee will report this decision using the *Capstone Final Oral Defense Recommendation* form.

Capstone Practicum Project Timeline

Capstone Practicum Project Timeline	
NURS 612 Creating a Culture of Quality (3)	
▪ Weeks 4-6	Identify a faculty advisor for the capstone practicum project. Meet with the faculty member to complete the *Capstone Practicum Advisor Selection* form
▪ Week 6	Identify an area of focus/topic for the capstone practicum
▪ Week 8	Identify a graduate review committee using the *Graduate Committee Identification* form
▪ Weeks 8-16	Begin development of a proposal for the capstone practicum; includes 15 hours of allotted practicum hours
NURS 614 (6) Quality and Safety Capstone (6)	
▪ Week 3	Initiate the *Capstone Practicum Preliminary Oral Defense and Topic Approval* form prior to the oral defense
▪ Week 5	Complete an oral defense of the proposed practicum
▪ Weeks 6-8	Begin implementation of the approved practicum
▪ Weeks 8-10	Write a scholarly paper according to the guidelines included in the NURS 614 (6) course syllabus
▪ Week 10	Provide copies of the scholarly paper to each member of the graduate review committee
▪ Week 11	Schedule a date for the oral defense with the graduate review committee chair
▪ Week 12	Present oral defense of capstone practicum
	Receive *Oral Defense Recommendation* form from graduate review committee chair. Defense is either accepted, accepted with minor revisions, or rejected with major revisions needed

Capstone Preceptor Responsibilities

1. Complete and sign Preceptor Information form and provide a copy of current CV/Resume
2. Secure appropriate signatures on the Practicum Facility Agreement form and return to student
3. Coordinate learning experiences and assist student in meeting course/practicum objectives with guidance from faculty.

4. Contact faculty member related to student concerns during the practicum experience
5. Provide feedback to student regarding achievement of goals
6. Participate in a mid-semester conference with student and faculty for formative assessment during the practicum experience
7. Provide written feedback to faculty regarding student achievement via the Preceptor Assessment of Graduate Student form. The form should be returned electronically to the instructor of record for the practicum experience

Capstone Student Responsibilities

1. Select a practicum facility
2. Select a Master's prepared preceptor at the practicum facility
3. Have the preceptor complete the *Preceptor Information form*
4. Give a copy of the Practicum Facility Agreement to the preceptor for completion by the person authorized to approve student practicum experiences
5. Turn in the preceptor form, preceptor resume, and facility agreement to FSU-SON faculty teaching the practicum experience course.
6. Provide preceptor with a copy of the course syllabus, preceptor orientation materials, and other relevant information as director by course faculty.

Capstone Faculty Responsibilities
1. Approve preceptor and site for practicum. Students cannot begin practicum activities until faculty member has approved preceptor qualifications, the clinical site, and received all required documentation.
2. Review required documentation for practicum to include facility agreement, preceptor information sheet, preceptor CV/resume, and proof of completed health information.
3. Communicate with preceptor as needed to provide guidance and answer questions

Clinical Attendance During Capstone Practicum

Absence from the clinical area for practicum experiences should be avoided. If a student must be absent for illness or other unavoidable circumstances, makeup assignments will be at the discretion of the faculty. Attendance in the clinical area is an expectation of professional responsibility and absenteeism reduces the achievement of clinical objectives. Absences from on-campus laboratory and off-campus clinical experiences will be documented. Students who are late three or more times are documented as one absence. The student who is late for clinical may be sent off the unit based on patient safety issues.

Practicum experiences are essential and of such critical importance to the student's learning process in nursing, that attendance is mandatory and cannot routinely be made up. If an emergency occurs and the student cannot attend the clinical experience, the student must contact the clinical instructor at least one hour prior to the required clinical time.

In the event the clinical is cancelled for inclement weather, etc., the clinical instructor will provide an alternative experience for that day to meet the clinical hour's requirement.

Consequence for Failing to Meet Capstone Practicum Attendance Requirements

Failure to meet clinical attendance requirements may result in unsatisfactory evaluation. Missed clinical experiences will be handled individually and more than one clinical absence will result in unsatisfactory evaluation for the semester. The course coordinator will discuss and evaluate extenuating circumstances with the assistance of the associate dean, if necessary.

Liability Insurance

All students are required to have liability (malpractice) insurance to practice in the clinical areas during the practicum experience. Coverage must be a minimum of $1,000,000 per occurrence.

Immunizations

Students are required to update their immunizations according to the Centers for Disease Control (CDC) guidelines to complete the admission process.

Cardiopulmonary Resuscitation

American Heart Association CPR certification (Basic Life Support for Health Care Providers) is required for all nursing students prior to beginning the program and throughout their matriculation in the program. Attaining and maintaining certification is the student's responsibility. Documentation must be provided.

Professional Attire and Dress Code

The purpose of the dress code is to assist in providing an environment which maximizes psychological and physical safety of both client and student. Proper dress assists the client and the staff in clinical areas to identify the graduate student as a member of the Fayetteville State University Nursing Program.

Compliance with the dress code is a critical requirement for the clinical areas. Noncompliance may result in dismissal from the clinical area for the day. Dismissal from the clinical area will be recorded as a clinical absence.

The primary attire clinical practicum experience is professional dress with a white lab coat which includes the FSU School of Nursing patch on the left upper sleeve. Alternative site clinical dress will be determined by faculty and the clinical site.

Dress Code

1. Dress length (if worn) shall be no higher than mid-knee.
2. Shoes and shoelaces are to be clean. All shoes must be closed toe.
3. A white lab coat will be worn during clinical experiences.
4. Lab coats must be 3/4 or full length, white only with the Fayetteville State University emblem displayed on the left upper sleeve.
5. FSU School of Nursing issued name badge & clip (no lanyards) and/or agency badge when required will always be worn in the clinical area.

6. Hair and Nails
   a. Hair must be of a natural hair color.
   b. Hair may be worn down but pulled back and secured at the back of head or neck or single braided down the back. Hair must not fall forward or interfere with safety considerations in providing client care.
   c. Beards, mustaches, and sideburns will be kept clean and neatly trimmed.
   d. Fingernails will be kept short and clean. They should not extend beyond the end of the finger. Nail polish sculptured or artificial nails are not permitted.
   e. No ribbons, beads or decorative hair clips will be worn. Hair clips should be neutral in color and blend with hair color.
7. Jewelry
   a. No rings except wedding bands are to be worn.
   b. Students with pierced ears may wear one pair of small post earrings (1/4 inch in diameter). These may be white pearl, gold or silver studs. One earring per ear. No visible piercings such as facial rings (i.e. nasal or tongue rings) are permitted.
   c. Chains, necklaces and bracelets are not to be worn during clinical experiences
   d. A watch with a second hand is required
8. Makeup and Perfume
   a. Bathing, deodorants, and oral hygiene will be practiced controlling body odors.
   b. Scented perfume, perfumed deodorant, cologne, powder, etc., is not to be worn.
   c. Light subtle make-up may be worn. Artificial eyelashes are not permitted.
9. Body Art
   a. Body art must be covered during client care assignments.
   b. A plain white turtleneck shirt should be worn to cover any neck body art.
10. Other
   a. Most clinical campuses are tobacco free. No tobacco use in clinical uniform, to include vaporizers and electronic cigarettes.
   b. Chewing gum, use of tobacco products, or eating/drinking is not permitted in client areas.

Criminal Background Check

To comply with clinical agency contractual requirements and to provide the public with nurses and nursing students who demonstrate personal and professional behaviors consistent with the standards of the nursing profession, the School of Nursing shall require all students to undergo a Criminal Background Check (CBC).

The CBC shall be required:
   1) upon admission to the nursing program
   2) upon readmission to the program
   3) transfer from another school
   4) if the student notifies the school there has been a change in status including charges and/or convictions before the next scheduled clinical date.

Students are responsible for the costs of any required screening for CBC. Criminal background

information released to the School of Nursing will be used only for purposes of clinical placement. Refusal to provide consent for investigation will result in exclusion from nursing courses and termination from the nursing major. If the background check includes information that the student claims is untrue or inaccurate, these concerns or issues must be addressed by the student. It is the responsibility of the student to resolve these issues. Students are to be advised that pending charges, convictions and/or prayer for judgment rulings may render the student ineligible for clinical placement. Additionally, pending charges during enrollment may result in receiving an incomplete for a clinical course and possible expulsion from the program if a conviction is made. Progression may be affected.

The CBC must be performed by a qualified vendor selected by the college and will meet the following criteria:
- CBC to be completed prior to admission and at other times as stated above.
- CBC may cover the past 10 years, or the time period since the student's 18th birthday, whichever is less. International students must include the time since they entered the United States or the past 10 years, whichever is less.
- CBC may cover all states where the student has lived or worked during the last 10 years or since turning 18 years of age.
- CBC must address all felony and misdemeanor crimes (except minor traffic related violations).

In addition, students must sign a consent form which allows the school to share information obtained in the CBC with clinical agencies for securing a clinical placement as part of the student's educational experience. Students must agree to report any felony or misdemeanor charges and convictions (excluding minor traffic related violations), which occur during their enrollment in the nursing program to the School of Nursing clinical coordinator or designee. Failure to submit a comprehensive report within 5 (five) school days will be considered a violation of academic integrity and may serve as grounds for dismissal from the nursing program. Upon receipt of any charges (excluding minor traffic related violations), students must not enter any clinical agency as a Fayetteville State University nursing student until cleared to do so by the School of Nursing clinical coordinator or their designee.

The school agrees to use the student information only for the process of obtaining educational placements for students in clinical agencies. If the CBC reveals an event of concern, the clinical coordinator will discuss the issue directly and immediately with the student, prior to sharing the information with the clinical agency. The clinical agency makes the final decision about if a student will be placed at that site. The associate dean for the School of Nursing or designee will hear student appeals of administrative actions taken as a result of CBC findings.

Students will be required each semester to sign a form stating that there have been no changes in their criminal background standing and that they will inform the School of Nursing clinical coordinator of any charges brought against them within five (5) school days of the occurrence. Upon receipt of any charges (excluding minor traffic related violations), students must not enter any clinical agency as a Fayetteville State University nursing student until cleared to do so by the School of Nursing clinical coordinator or their designee.

Drug Screen

Requirements for the drug screen revolves around protecting the public's health and ensuring patient safety by complying with clinical agency policies and the North Carolina Board of Nursing policy [21 NCAC 36.0320(d)]. With admission into the nursing program students must complete the drug screen process. As a condition of admission and progression in the nursing program, students are required to comply with this protocol and submit a written statement of informed consent.

The student is responsible for the costs of the drug screen. Students will be eligible for clinical placement and continued clinical placement pending a negative drug screen. Students with a positive drug screen may be denied clinical placement in compliance with clinical agency policies. After clinical placement, the clinical agency may perform a random drug screen at any time during a clinical rotation. Failure to comply with any clinical agency policy, including the random drug screen, will result in the clinical failure and failure of the course.

Students with a positive drug screen will be contacted by the clinical coordinator or designee for follow up. The associate dean for the School of Nursing or designee will hear student appeals of administrative actions taken because of drug screen findings.

GENERAL SCHOOL OF NURSING GUIDELINES

Guidelines for the Use of Social Media

The rapid growth of social media technologies combined with their ease of use and pervasiveness make them attractive channels of communication. However, these technologies also hold the possibility of a host of unintended consequences. The guidelines presented are to help students recognize the implications of participation in social media and to identify and avoid potential issues.

General Guidelines
- As dictated by both legal and ethical guidelines for nursing education and professional practice, all stakeholders are bound to uphold the ethical and legal obligations regarding privacy and confidentiality including but not limited to patient/family, faculty, clinical faculty, staff and current, past or future clinical sites.
- Maintain confidentiality: Use good ethical judgment and follow the Health Insurance Portability and Accountability Act (HIPAA) and (Family Educational Rights and Privacy Act (FERPA) guidelines.
- Maintain privacy: Do not discuss a situation involving named or pictured individuals; do not post anything that you would not present in any public forum; do not record any individual without their permission.
- All students must abide by clinical agency guidelines related to social media.
- Do no harm: To the SON, University or yourself.
- Understand your personal responsibility for the content that you post on any type of social media. Be mindful that what you publish will be public for a long time.
- Be aware of liability: You are responsible for what you post on your own site as well as others' sites.
- Maintain transparency: The line between professional and personal business is sometimes blurred. Be thoughtful about your content and potential audiences.

7/27/20, Revised 4/1/21, 11/1/2021, 4/17/2023, 6/22/23

- Correct mistakes: If you make a mistake, admit it. Make it clear when you modify a previous posting.
- Respect others: Be constructive and respectful.
- Think before you post: There is no such thing as a "private" social media site. Comments can be forwarded and copied. Archival systems save information even if you delete a post. If you are frustrated, angry or passionate about something, delay a posting until you are calm and clear-headed.

Social Media Guidelines when Posting as an Individual

- Be authentic: Be honest with your identity. If you identify yourself as a Fayetteville State University student, be clear that you are sharing your personal views and are not speaking as a formal representative of Fayetteville State University. Ensure that your profile and related content are consistent with how you wish to present yourself to colleagues. A common practice among individuals who write about the industry in which they work (or study) is to include a disclaimer on their site, usually on their "About Me" page. If you discuss higher education on your own social media site, we suggest you include a sentence like this:

  "The views expressed on this [blog, Web site] are mine alone and do not necessarily reflect the views of the Fayetteville State University." This is particularly important if you could be perceived to be in a leadership role at Fayetteville State University.
- Use a disclaimer: If you publish content to any website outside of Fayetteville State University and it has something to do with the work you do or subjects associated with Fayetteville State University, use a 19 disclaimer such as the: "The postings on this site are my own and do not represent Fayetteville State University's positions, strategies, or opinions."

- Do not use the Fayetteville State University logo: Do not use any of the Fayetteville State University logos or images on your personal online sites. Do not use the Fayetteville State University name to promote or endorse any product, cause, political party or candidate. Be aware of the Fayetteville State University logo and trademark guidelines, which are located on the university webpage.
- Take the high ground: If you identify yourself with Fayetteville State University in your comments, readers may associate you with the University, even with the disclaimer that your views are your own. Remember that you are most likely to build a high-quality following if you discuss ideas and situations civilly. Do not pick fights online.
- Do not use pseudonyms: Never pretend to be someone else. Tracking tools enable supposedly anonymous posts to be traced back to the authors. Protect your identity: Do not provide personal information that scam artists or identity thieves could use. Do not list your home address or telephone numbers. It is a good idea to create a separate e-mail address that you use only with social media.
- Does it pass the publicity test? If the content of your message would not be acceptable for face-to-face conversation, over the phone, or in another medium, it will not be acceptable for a social networking site. Ask yourself, "Would I want to see this published in the newspaper or posted on a billboard tomorrow or ten years from now?"

- Respect your audience: Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the Fayetteville State University community and as outlined in the Student Code of Conduct. Also show proper consideration for others' privacy and for topics that may be considered sensitive, such as politics and religion.
- Monitor comments: While most people who maintain social media sites welcome comments (to build credibility and community), you may be able to set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments, to delete spam, and to block any individuals who repeatedly post offensive, insensitive, or frivolous comments.

Examples* of social media include text, images, audio and video communicated via such tools as:

- Blogs, and micro-blogs (Twitter)
- Social Networks (Facebook, Instagram, Snapchat, TikTok)
- Professional networks (LinkedIn)
- Video sharing (YouTube, vlogs – video logs)
- Audio sharing (Podcasts)
- Photo sharing (Flickr, Photobucket)
- Social bookmarking (Digg, Redditt)
- Public comment sections of webpages
- User created web pages (Wikis, Wikipedia)
- Virtual game worlds (World of Warcraft)
- Virtual social worlds (Second Life)
- Any other internet-based social media application similar in purpose/function to applications described above.

*examples only – not a finite list as this modality is ever-changing.

Safety and Privacy Tips for Social Media Networking
The internet is open to a world-wide audience. When using social media channels, ask yourself:

- Did I set my privacy setting to help control who can look at my profile, personal information and photos? You can limit access somewhat but not completely, and you have no control over what someone else may share.
- How much information do I want strangers to know about me? If I give them my cell phone number, address, email, class schedule, a list of possessions how might they use it? With whom will they share it? Not everyone will respect your personal or physical space.
- Is the image I am projecting by my materials and photos the one I want my current and future friends to know me by? What does my profile say to potential faculty members/advisors? Future graduate school/internship interviewers? Potential employers? Neighbors? Family? Parents? Which doors am I opening and which am I closing?
- What if I change my mind about what I post? For instance, what if I want to remove something I posted as a joke or to make a point? Have I read the social networking site's privacy and caching statements? Removing material from network caches can be difficult. Posted material can remain accessible on the internet until you have completed the

prescribed process for removing information from the caching technology of one or multiple (potentially unknown) search engines.

- Have I asked permission to post someone else's image or information? Am I infringing on their privacy? Could I be hurting someone? Could I be subject to libel suits? Am I violating network use policy or FERPA or HIPAA privacy rules?
- Does my equipment have spyware and virus protections installed? Some sites collect profile information to SPAM you. Others contain links that can infect your equipment with viruses that potentially can destroy data and infect others with whom you communicate. Remember to back up your work on an external source in case of destructive attacks.

Consequences

Violation of the Fayetteville State University School of Nursing Social Media Guidelines may result in disciplinary action, including but not limited to formal reprimand, suspension, course and/or clinical failure or dismissal from the program.

In addition, the individual may be held liable for civil or criminal penalties resulting from the violation of state, local, or federal law or regulations. A sub-disciplinary committee will convene, to include nursing faculty, student peers and staff, for any student found to be in violation the SON Social Media Guidelines. Recommendations from this committee will be forwarded to the Associate Dean of the SON for a final decision on disciplinary action.

Social Media Related Resources

HIPAA -- http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html FERPA – http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html NCSBN – https://www.ncsbn.org/Social_Media.pdf

NCBON Nursing Bulletin -- http://www.ncbon.com/myfiles/downloads/course-bulletin- offerings-articles/bulletin-article-winter-2014-complaint-reporting-resolution.pdf

FSU Honor Code -- https://www.uncfsu.edu/assets/Documents/Office%20of%20Legal%20Affairs/CodeofStudentConduct2017.pdf

FSU Policy on use of Computer Resources -- https://www.uncfsu.edu/assets/Documents/Office%20of%20Legal%20Affairs/UseofComputerResources[Rev.%2010-17].pdf

FSU Social Media Guidelines -- https://www.uncfsu.edu/assets/Documents/FSU%20Social%20Media%20overview%20and%20guidelines%20%20Updated%2011-16-2018.pdf

Adapted by the FSU SON: 10-24-22

Practicum Experience Forms

Capstone Practicum Time Log
Capstone Practicum Advisor Selection Form
Capstone Practicum Graduate Committee Identification Form
Capstone Practicum Preliminary Oral Defense and Topic Approval Form
Capstone Final Oral Defense Recommendation Form
Preceptor Information Sheet

Fayetteville State University
School of Nursing
Capstone Practicum Time Log

Date	Activity/Location	Hours Completed

*Expand table as needed

Total Hours Completed:

Student Signature: Date:

Preceptor Signature: Date:

Fayetteville State University
School of Nursing
Capstone Practicum Advisor Selection Form

Student Name:
Proposed Capstone Project Title/Topic:
Capstone Project Advisor:

Advisor Statement: I have met with student to discuss serving as the capstone advisor. I agree to assist the student with guidance in completing the capstone project.

Advisor signature: Date:

_____

Graduate Program Director Statement: The above noted advisor assignment is approved for the student capstone practicum. The student will complete the capstone practicum during the _____ semester.

Graduate Program Director Signature: Date:
_____

Completed form is filed with Graduate Program Director.

7/27/20, Revised 4/1/21, 11/1/2021, 4/17/2023, 6/22/23

Fayetteville State University
School of Nursing
Capstone Practicum Graduate Committee Identification Form

Student Name: _____

Proposed Capstone Project Title/Topic: _____

Capstone Project Advisor: _____

The student must choose a capstone project committee in consultation with the project advisor. The committee will consist of a minimum of three (3) graduate faculty members, one of whom must be the chair. Committee members must have current graduate faculty status. The committee must be approved by the Capstone Project Advisor, Graduate Program Director and the Dean of the school or college.

Printed Name : _____ Signature: _____ Date: _____

Printed Name: _____ Signature: _____ Date: _____

Printed Name: _____ Signature: _____ Date: _____

Assigned Committee Chair: _____

_____

Capstone Project Advisor Signature: _____ Date: _____

Graduate Program Director Signature: _____ Date: _____

Associate Dean School of Nursing Signature: _____ Date: _____

Completed form is filed with Graduate Program Director.

7/27/20, Revised 4/1/21, 11/1/2021, 4/17/2023, 6/22/23

Fayetteville State University
School of Nursing
Capstone Practicum Preliminary Oral Defense and Topic Approval Form

Student Name: _____

Proposed Capstone Project Title/Topic: _____

Capstone Project Advisor: _____

The student completed an oral defense of the capstone practicum on_____.

The Graduate Capstone Committee recommends the proposed project:

_____Approved as presented
_____Approved with recommended changes
_____Rejected, major revisions required

Recommended changes (if applicable):

Printed Name :_____Signature:_____Date:_____

Printed Name:_____Signature:_____Date:_____

Printed Name:_____Signature:_____Date: _____

Completed form is filed with Graduate Program Director.

7/27/20, Revised 4/1/21, 11/1/2021, 4/17/2023, 6/22/23

Fayetteville State University
School of Nursing
Capstone Practicum Final Oral Defense Recommendation Form

Student Name: _____

Capstone Project Title/Topic: _____

Capstone Project Advisor: _____

The student completed a final oral defense of the capstone practicum on _____.

The Graduate Capstone Committee recommends the final project:

      _____Approved as presented
      _____Approved with recommended changes
      _____Rejected, major revisions required

Recommended changes (if applicable):

Printed Name : _____Signature:_____Date:_____

Printed Name:_____Signature:_____Date:_____

Printed Name:_____Signature:_____Date: _____

Completed form is filed with Graduate Program Director.

7/27/20, Revised 4/1/21, 11/1/2021, 4/17/2023, 6/22/23

Fayetteville State University
School of Nursing
Preceptor Information Sheet

Student Information:
Student to complete this section:

Student Name:_____Phone:_____

E-mail: _____

Course Name and Number:
Total Clinical Hours:

Course Faculty Name: _____Phone:_____

E-mail: _____

Practicum Start Date:_____Practicum End Date: _____

Preceptor Information:
Preceptor to complete this section:

Name/Credentials:_____

Area of Practice: _____

Present Position and Responsibilities: _____

Organization:_____

Address: _____

Office Phone: _____

E-Mail:_____Fax: _____

By signing this form, I am agreeing to serve as a preceptor for the student named above. I have received a copy of the course syllabus, the student's CV/resume, responsibilities for the practicum experience, and practicum facility agreement. I am not this student's supervisor, and this student is not currently employed on my unitor in my area. The student will not be involved in any practicum activities related to his/her current position and will not receive any compensation. This student will not be functioning as an employee during the time he/she is accumulating practicum hours.

Preceptor Signature:_____Date: _____

Preceptor -Please attach current CV/resume.
School of Nursing Approval:
Faculty Signature: _____
Date: _____

Completed form is filed with Graduate Program Director.

7/27/20, Revised 4/1/21, 11/1/2021, 4/17/2023, 6/22/23

Appendix A: *MSN Curriculum Plans*

Full-time Curriculum Plan

Full- Time Curriculum Plan	
Semester 1 Fall - NURS 600 Advanced Pathophysiology (3) - NURS 601 Research Methods and Biostatistics (3) - NURS 602 Introduction to Population Health & Epidemiology (3)	**Semester 3 Fall** - NURS 610 Advanced Physical Assessment (3) - NURS 611 Ethical and Legal Issues in Health Care Management and Policy (3) - NURS 612 Creating a Culture of Safety and Quality in Health Care (3)
Semester 2 Spring - NURS 603 Advanced Pharmacology (3) - NURS 604 Quality and Safety in Health Care (3) - NURS 605 Research Evaluation and Translation for Health Care (3)	**Semester 4 Spring** - NURS 613 Systems Leadership, Collaborative Practice, and System Thinking (3) - NURS 614 Quality and Safety Capstone (6) **36 credit hours total, online format*

Part-time Curriculum Plan (This is a sample plan; plans may be altered to meet student needs)

Sample Part-Time Curriculum Plan	
Semester 1 Fall - NURS 600 Advanced Pathophysiology (3) - NURS 601 Research Methods and Biostatistics (3)	**Semester 4 Spring** - NURS 605 Research Evaluation and Translation for Health Care (3) - NURS 613 Systems Leadership, Collaborative Practice, and System Thinking (3)
Semester 2 Spring - NURS 603 Advanced Pharmacology (3) - NURS 604 Quality and Safety in Health Care (3)	**Semester 5 Fall** - NURS 612 Creating a Culture of Safety and Quality in Health Care (3) - NURS 611 Ethical and Legal Issues in Health Care Management and Policy (3)
Semester 3 Fall - NURS 602 Introduction to Population Health & Epidemiology (3) - NURS 610 Advanced Physical Assessment (3)	**Semester 6 Spring** - NURS 614 Quality and Safety Capstone (6) - *36 credit hours total, online format*