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SCHOOL OF NURSING MISSION, PHILOSOPHY, AND PROGRAM OUTCOMES

Mission

The mission of the Delta State University School of Nursing is to prepare students for professional nursing practice in a multicultural society as either a generalist at the Baccalaureate level or as an advanced practitioner of nursing at the Master's level. The program will prepare graduates to pursue advanced study.

Approved: 12/96; revised: 2/15/98

Reviewed: 04/28/00; 04/02/01, 04/02, 05/06/02, 4/03

Philosophy

The philosophy of the faculty of the Delta State University School of Nursing is consistent with the goals and mission of the University. The faculty believes clinical and theoretical scholarly inquiry fosters the development of the nursing profession. Nursing embodies the art and science of caring which is the nurturant, skillful act of being with another to promote optimum health and derives its mission of service from societal needs.

Society is the organizing framework composed of family, group, and community that is governed by morals, ethics and laws. We believe that each individual is unique and possesses the right to informed choices in the attainment of health care services.

Health is a dynamic state of being influenced by the spiritual, cultural, psychological, physical and societal components, which interact with the environment. The state of health is influenced by the perception of the client and society. Nursing facilitates the health status of the client through interacting with client systems, assisting in the movement toward an optimum level of functioning or peaceful death.

Approved: 12/96; reviewed: 04/28/00, 04/02

Revised: 02/15/98; 04/02/01, 05/06/02, 4/03

Baccalaureate Program Outcomes:

1. Apply nursing, natural, and behavioral science concepts to the practice of nursing.
2. Deliver care to the client system using critical thinking, appropriate communication, therapeutic nursing interventions, and cultural awareness within the nursing process and standards of care.
3. Practice leadership as a self-directed professional who is accountable to self, society, and the evolving nursing profession.
4. Participate in research to enhance health care delivery.
5. Improve health care delivery through interdisciplinary collaboration, coordination, and consultation.
6. Provide nursing care that assists the client to achieve well-being while respecting individual health care beliefs.

Revised: 05/00, 4/03, 11/04

Reviewed: 04/02/01, 04/02, 05/06/02

MSN Program Outcomes:

1. Incorporate theories and research in development and implementation of evidence based practice.
2. Incorporated information technology in the enhancement of health care.
3. Apply principles of leadership to promote effective change in the healthcare delivery system.
4. Demonstrate competency in practice through application of advanced nursing knowledge and skills.
5. Demonstrate an appreciation of human diversity in the delivery of appropriate, individualized health care.

Revised 11/04

GENERAL INFORMATION FOR STUDENTS

School of Nursing Building

The School of Nursing Building is located on the east side of the campus at the corner of Fourth and Oak Streets. An emergency security box is located at the main front entrance. The two side doors are for exiting only and, for security reasons, remain locked at all times. There are three classrooms, a computer laboratory, and two learning resource/skills laboratories in the School of Nursing. The address for the School of Nursing is: Delta State University School of Nursing, P.O. Box 3343, Cleveland, MS 38733.

ORGANIZATIONAL AND ADMINISTRATIVE STRUCTURE

Dean

The Dean of the School of Nursing is nominated by the President of the University upon recommendation of the Vice President of Academic Affairs and appointed by the Mississippi Board for Institutions of Higher Learning (IHL). The Dean communicates with the IHL through the President and the Vice President of Academic Affairs. The Dean is responsible to the Vice President of Academic Affairs for the academic and fiscal management of the School of Nursing and the undergraduate and graduate programs.

Coordinator of Academic Programs

The Dean delegates responsibility for the undergraduate and graduate programs to the Coordinator of Academic Programs.

Faculty

Faculty participates in the governance of the School of Nursing through the plenary faculty organization committee. Additionally, full time faculty serves on standing and ad hoc committees.

Students

Students participate in the governance of the School of Nursing by serving as non-voting members of standing committees. (Undergraduate, Graduate, Student Affairs, Program Effectiveness, and Faculty Development Committees)

Revised 12/2004

Counseling and Developmental Studies

The Office of Counseling and Developmental Studies provides University students with individual assistance in choosing a vocation, selecting a major, and solving personal, social, and educational difficulties. In a confidential relationship, the student may express his/her thoughts and feelings. An experienced counselor assists the student to gain insight into problems and explore possible solutions. With the assistance of the counselor a student may select tests to appraise abilities, interests, and personal characteristics. National standardized admission tests for Graduate School, Professional School and Teacher Certification such as the GRE, MAT, MCAT, GMAT, LSAT, Praxis I: PPST, Praxis II: PLT, and Praxis II: Subject Assessments and Specialty Area Tests are administered by the Office of Counseling and Developmental Studies. The Counseling and Developmental Studies Center is located in the Student Health Building.

FACILITIES AND SERVICES IN THE SCHOOL OF NURSING

Bulletin Boards

Announcements of events, changes in class schedules, professional and student government meetings, and news items of general interest are placed on bulletin boards, as well via email, and SON web page and WebCT. Bulletin boards are located next to rooms 101 and 129. General student information and MASN news is placed on the bulletin boards located in the Student Lounge, room 126. Bulletin boards are to be checked weekly for important information.

Student Lounge

The Student Lounge, room 126, contains chairs, sofa, table, a telephone, photocopying machine, refrigerator, coffee pot, and a microwave. There are also vending machines provided for your use. Any machine problems should be addressed to the faculty secretary. Students are expected to keep the lounge area clean and neat. Any student using the microwave and coffee pot is responsible for cleaning up after themselves.

Student Mail

Mail boxes for both undergraduate and graduate students are located in the Student Lounge, room 126. Each student will have a mailbox and should check it frequently for information.

Suggestion Box

A suggestion box is located in the Student Lounge. The purpose of the box is to provide an opportunity for students and others to make suggestions for improving the quality of academic programs, student life, and the school's environment. Suggestions are reviewed monthly by the Faculty Organization and the Dean.

Computer Lab/Faculty Conference Room

The computer lab is available for student use. The resource assistant will have available computer programs to be checked out or programs may already be installed on computers. No eating or drinking is allowed in the computer lab. Students will need to check faculty meeting times prior to use of computer lab.

Photocopying

Photocopying privileges cannot be provided for students. Photocopying for students can be allowed when materials are requested by faculty for School of Nursing records. Coin operated copy machines are available in the School of Nursing Student Lounge as well as in the Union and Library.

Coursework

Any coursework completed during the semester must be viewed and copied by the student during that particular semester. Once the semester is concluded and coursework filed, no student will be allowed to remove coursework from the file folder.

Fundraising

All fundraising ideas/advertisements must be presented to the Student Affairs Committee.

FACILITIES AND SERVICES AT DELTA STATE UNIVERSITY

Bookstore

The bookstore is located on the first floor of the Student Union. Textbooks as well as certain reference books and other items are available. There are also several other bookstores in the Cleveland area.

Library

The Roberts/Laforge Library is the library resource for the School of Nursing students and faculty and is located on the southeastern edge of the campus. It is within walking distance of the School and dormitory facilities. Students are required to attend an orientation to the library during the first term of their enrollment. Library hours vary; students should contact the library for routine operating hours.

The primary function of the library is to serve the information needs of the students, faculty and staff through provision of an adequate collection of books, journals, electronic, and other information resources to support the academic program. Materials placed on reserve are available at the circulation desk. Patrons are responsible for all materials checked out in their name. All users leaving the institution must clear with the library prior to receiving final checks, academic records, or diplomas.

Computer Accounts/E-Mail

DSU computers, computing facilities, and network connections are for the purpose of providing academic and administrative support to the faculty, students, and staff of the University. Users are responsible for all results originating from their use of University computers. Misuse can result in the immediate termination of the right to use University computers. For additional information contact the ITS Department.

Cafeteria/Food

Cafeteria/Food services are available to students. Please refer to the DSU Student Handbook for hours of operation.

Academic Support Lab and Writing Center

The Writing Center, under the direction of the English Division of Languages and Literature, provides tutorial support for any undergraduate or graduate student.

Telephones

There is a telephone available to students in the Student Lounge, room 126.

Messages

Should you receive a non-emergency telephone message during the day, it will be placed on the classroom door.

Publications

Delta State University supports and encourages two official student publications: (1) THE DELTA STATEMENT, the campus newspaper; and (2) THE BROOM, the student yearbook.

Financial Aid

Delta State University offers a comprehensive program of financial aid to assist students in obtaining a college education. Various federal and state aid programs are available to DSU students. In addition, Delta State University has a campus employment program and an extensive scholarship program. Information is available through the Office of Student Financial Assistance located in room 143 of the Kent Wyatt Building. Various scholarships are available (primarily to undergraduate nursing students). These are listed in the current Bulletin. For additional information on any of these, the student may contact the Dean's secretary.

Emergency Services**Delta State Police Department**

The Delta State Police Department operates 24 hours a day. Students may call the Delta State Police Department directly by dialing extension 4155 or by using the emergency telephone located at the front door of the School of Nursing building.

Fire

In case of fire, activate the fire alarm system located nearest the fire. Fire extinguishers are located throughout the building. Each extinguisher is filled with dry chemicals that permit it to be used for paper, grease, and/or electrical fires. Directions for operation are clearly indicated on each extinguisher. Other emergency procedures for the University may be found in the DSU Student Handbook.

Health Services**Student Health Center**

The University operates a 16-bed health care facility staffed with qualified medical personnel.

Four doctors and a nurse practitioner staff the facility on a rotation basis and one is on-call twenty-four hours a day. Services are available to full-time students. Student ID cards are to be presented at time of services. Expenses incurred for special care outside those provided by the University are the responsibility of the student.

Pregnancy

Students enrolled in the School of Nursing must immediately report any pregnancy - as potential hazards to the pregnant woman or fetus may exist in clinical settings. The Release of Responsibility Form and Physician Form must be completed by the nursing student as soon as the pregnancy is confirmed. Forms are available in the SON office.

Parking

All motor vehicles to be parked on campus must be registered with the Delta State Police Department. Color-coded parking decals will be issued and cars are to be parked in designated areas. Cars parked in improper areas will be ticketed. Disabled students will need to obtain a special parking permit. Designated disabled parking is available on the SON north lot.

SUBSTANCE ABUSE

Delta State University is committed to maintaining a drug-free environment in conformity with state and federal laws set forth in the Union Controlled Substances Law of the State of Mississippi. For more information refer to the Alcohol and Drug Abuse Policy in the DSU Student Handbook.

School of Nursing Substance Policy and Procedure

Delta State University School of Nursing's intent is to maintain a learning and teaching environment that is drug and alcohol free in accordance with the Drug-Free Schools and Communities Act Amendments of 1989. It is also the intent of the DSU School of Nursing that all nursing students be free of any chemical impairment during participation in any activities related to client care in the classroom, campus laboratory, and clinical settings. Therefore, possession and/or use of any substance/drug which may impair cognitive or psychomotor function by a nursing student in the DSU School of Nursing is strictly prohibited in the classroom, campus laboratory, clinical setting or on campus property/vehicle. Within the scope of this policy, students are prohibited from using, possessing, distributing, manufacturing, selling or attempting to sell substance/drugs. During any time in the student's course of study in the DSU School of Nursing, neutral selection (random) testing and/or reasonable suspicion testing may be performed as based on the following definitions.

Substance/Drug includes the following and is defined as:

- Illegal Drug is defined as any substance, other than alcohol, having psychological and/or physiological effects on a human being that is not a prescription or nonprescription medication.
- Alcohol is defined as ethyl alcohol.
- Prescription medication is defined as a drug prescribed by a licensed provider

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- Nonprescription medication is defined as a drug that is authorized by federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

Neutral Selection (Random) Testing is defined as a mechanism of student selection for drug testing at any time throughout the student's course of study in the DSU School of Nursing.

Reasonable Suspicion Testing is defined as reasonable suspicion substance/drug testing based on the belief that a student enrolled in a course of study in the School of Nursing has been in violation of the Substance/Drug Policy according to the following: (1) observable phenomenon, such as direct observation of substance/drug use and/or the physical symptoms or manifestations of being under the influence; (2) abnormal conduct or erratic behavior such as absenteeism, tardiness, significant deterioration of performance, and/or verbal and physical aggression; (3) a report of substance/drug use provided by reliable and credible sources and which has been independently corroborated; (4) evidence that an individual has tampered with a substance/drug test while in a course of study in the School of Nursing; (5) information that a student has caused or contributed to an accident in the School of Nursing or its affiliated clinical agencies; (6) evidence that a student is involved in the use, possession, sale, solicitation or transfer of substance/drugs while in the School of Nursing or its affiliated clinical agencies; (7) evidence of an unaccounted drug loss when the student has had clinical access to those substance/drugs.

Clinical Agency is defined as any agency that has been contracted by the School of Nursing to provide learning opportunities for the nursing students.

The School of Nursing may test for the following in the Substance/Drug Policy: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), or metabolites of any of these substances, alcohol (ethanol) and any other substance/drug for which the U.S. Department of Health and Human Services has established an approved protocol and positive threshold and which has been adopted by the Mississippi State Department of Health.

Furthermore, should an incident occur in a clinical agency/agencies, the student will be subject to the policies of that agency governing use of substances/drug. Students who are engaged in clinical learning experiences in agencies that require mandatory drug testing are expected to comply.

Procedure

Neutral Selection (Random) Testing

Students may be selected for substance/drug testing at any time throughout the student's course of study in the Delta State University School of Nursing.

- 1) Upon selection, the student will be transported to the contracted agency for screening within one hour of notification.
- 2) Upon receipt of a "non-negative/positive" screening report:
 - A. The student will be notified by the Coordinator of Academic Programs (COAP) and assigned in a non-clinical activity until a report of confirmation is received.
 - B. A student interaction form will be completed by the COAP.
 - C. The COAP will notify the Instructor of Record (IOR) of any clinical course.

- 3) Upon receipt of the confirmation screening report:
 - A. If the report is negative, the student will be notified by the Coordinator of Academic Programs (COAP) of the results and the student will resume scheduled clinical activities.
 - B. If the “non-negative/positive” report is confirmed, the student will be notified in writing of official dismissal from the School of Nursing and probationary status from the University.

Reasonable Suspicion Testing

When a nursing faculty member observes a student exhibiting behavior indicative of chemical abuse or dependency, the following procedure will be initiated:

- 1) The faculty member in the course and another faculty member will discuss with the student the behavior observed.
- 2) If the student admits to use of a substance/drug:
 - A. The Coordinator of Academic Programs (COAP) will be notified.
 - B. The student will be immediately dismissed from the nursing program
 - C. A student/faculty interaction form related to the conduct or behavior observed will be prepared and signed by the faculty member(s) and Instructor of Record (IOR) within 24 hours of the occurrence and a copy will be placed in the student’s confidential file.
 - D. The student will be notified in writing of official dismissal from the School of Nursing and of probationary status from the University.
- 3) If the student denies substance/drug use:
 - A. The faculty member (preceptor/facilitator) will immediately request an observed urine and/or blood sample for the testing of alcohol or performance of a drug screen with the most available contracted agency.
 - B. The student will not be allowed to participate in clinical activities pending laboratory results.
 - C. Upon receipt of a “non-negative/positive” screening report:
 1. The student will be notified by the COAP and assigned in a non-clinical activity until confirmatory report is received.
 2. A student interaction form will be completed by the COAP.
 3. The COAP will notify the IOR of any clinical course(s).
 - D. Upon receipt of the confirmatory screening report:
 1. If the report is negative, the student will be notified by the COAP of the results and the student will resume scheduled course activities.
 2. If the “non-negative/positive” report is confirmed, the student will be notified of official dismissal from the School of Nursing and probationary status from the University.
 3. If a test is non-negative or positive, the student will be responsible for the costs of the confirmation testing. The School of Nursing will assume the cost for any confirmation drug screens that are negative.
 - E. If the student refuses to submit a specimen as requested:
 1. The COAP will be notified.

2. A student/faculty interaction form will be prepared and filed.
3. The student will be immediately dismissed from the nursing program.

If dismissed from the School of Nursing, the student may apply for a probationary readmission to the School of Nursing with written evidence of successful completion of an approved Chemical Dependency program and compliance with After-Care monitoring requirements that are outlined below. The School of Nursing will require that any applicant for readmission must meet the same standards as any current applicant for initial admission to the School of Nursing; as well as any additional standards and conditions that the School of Nursing may impose related to assurance that the applicant is not chemically dependent, a chemical abuser, or in violation of any law. If probationary readmission is granted, after-care monitoring will be required for the duration of the student's course of study. Failure to abide by after-care monitoring requirements and/or evidence of continued substance/drug abuse or dependency will be grounds for permanent dismissal from the School of Nursing without opportunity for application for readmission.

After-Care Monitoring Requirements:

1. The following documentation will be submitted by the nursing student to the COAP:
 - A. Monthly written progress reports that will include the following information:
 1. Copies of results from all random urine and/or blood drug screens.
 2. Information regarding the student's refusal to furnish a urine and/or blood specimen for the purpose of a drug screen.
 3. Verification of attendance for counseling sessions.
 4. Information regarding the student's failure to attend counseling sessions
 5. Incidence of alcohol and drug use
 - B. Copies of all new prescriptions and refills.

Confidentiality

All information, reports, statements, memoranda, and test results requested or received by the School of Nursing in accordance with the Substance/Drug Policy are confidential communications and may not be used except as allowed by the student or court order.

Smoking Policy

The School of Nursing has been designated as a smoke-free block. Therefore, the use of tobacco products is prohibited on the School of Nursing block. The School's perimeters are 4th and 3rd Avenues, Oak Street and the alley street that frames the north parcel of land. Thank you for your cooperation in upholding this policy. Also, refer to the smoking policy in the Delta State University Student Handbook.

Student Conduct

Students at Delta State are expected to behave in keeping with generally accepted principles of our society and the University community. The regulations and disciplinary process for the

University are located in the DSU Student Handbook.

Student conduct includes the practice of personal and professional integrity and thus, is respectful of the dignity, rights, and property of self, other students, faculty, staff, clients/patients, and visitors on University property or non-University property used for nursing students' educational experiences. Student conduct affects the University and the School, the members of the University academic community, and the fulfillment of the University and School's mission. The School of Nursing faculty and administration believe that it is important to develop the utmost ethical standards among the students of the School of Nursing. The School of Nursing also expects the highest standard of conduct from its students.

PROFESSIONAL BEHAVIORS

A student enrolled in the School of Nursing is expected to:

1. Appear and conduct one's self in a professionally accepted manner,
2. Be cognizant of and adhere to the channels of communication and authority,
3. Refrain from any academic or professional dishonesty,
4. Show respect for, and be mutually supportive of, fellow students, faculty and staff,
5. Accept responsibility for reporting to the proper person all errors, omissions in care, and incidents of misconduct,
6. Regard as strictly confidential all information concerning each client and refrain from discussing this information with any unauthorized individual.
7. Show respect and consideration for the client, regardless of race, age, marital status, veteran status, religion, sex, disability, nationality or economic status, and
8. Be guided at all times by concern for the welfare of clients entrusted to one's care.

The behavior of the School of Nursing student is furthermore governed by the American Nurses' Association Code for Nurses.

1. *The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.*
2. *The nurse's primary commitment is to the patient, whether an individual, family, group, or community.*
3. *The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.*
4. *The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.*
5. *The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence and to continue personal and professional growth.*
6. *The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual*

and collective action.

- 7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.*
- 8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.*
- 9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.*
(2001 American Nurses Association)

The School of Nursing reserves the right to dismiss, to deny admission, registration, readmission or graduation to any student who in the judgement of the School of Nursing is determined to be unsuited for the study or practice of nursing.

Student Rights and Responsibilities

Students are members of the academic community and citizens of the local community. As citizens, students enjoy the same freedom of speech, peaceful assembly, and right of petition that all citizens enjoy. Students have the responsibility to know and obey the laws of the United States, the State of Mississippi, and the local government.

Students are accountable for their behavior at all times. Students who demonstrate a lack of accountability for their own behavior will be liable to sanctions as outlined in the Delta State University Bulletin, DSU Student Handbook, and the Nursing Student Handbook.

Students are responsible for knowing and using appropriate channels of communications as described in the Delta State University Bulletin, DSU Student Handbook and the Nursing Student Handbook. Students have the right to freedom from discrimination on the basis of race, color, religion, sex, age, disability, veteran status, marital status, or national origin.

Students have protection from prejudiced or capricious academic evaluation through orderly procedures directed by the University and the Dean of the School of Nursing and implemented by the faculty. Students have the right to be informed in writing of the expected behaviors and standards by which they are evaluated before participating in clinical and classroom activities. Students have the right to academic evaluations that are based on stated course requirements.

As constituents of the academic community, students are free, individually or collectively, to voice constructive criticism through identified channels on issues of institutional policy, curriculum, and on matters of general interest to the student body without fear of reprisal.

Students have the responsibility to evaluate a faculty member's performance and courses through the established mechanisms. Students have the responsibility to attend student body/class meetings and to participate in student body activities. Students have a responsibility to serve on faculty/student committees or to volunteer service when needed.

Students are accountable for their behavior in the clinical areas. Students also have the right to negotiate participation in clinical situations that they feel are threatening to personal health or safety.

Sexual Harassment

Under Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations, no individual may be discriminated against on the basis of sex in educational programs receiving Federal financial assistance. Sexual harassment is a form of prohibited sex discrimination when the harassing conduct creates a hostile environment. Thus, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment. For more information, refer to the DSU Student Handbook.

Confidentiality of Records

Public Law 93-380, Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), requires educational agencies or institutions to provide parents of students and eligible students access to the educational records of such students with certain limitations. The Act transfers this right from the parent to the student who is enrolled in a post-secondary institution.

This institution must provide access to official records related to the student and an opportunity to challenge such records on the basis of accuracy.

Under law, letters or statements of recommendation submitted in confidence prior to January 1, 1975, may not be seen by students. However, students, may but are not required to, waive the right of access to future confidential recommendations in the areas of administration, job placement, and receipt of awards. While the student does not have access to medical, psychiatric, or comparable records if these are used solely for treatment purposes, he/she may designate another professional to examine these records. Parent's financial records submitted to the institution may not be examined by the student. These records may be challenged only on accuracy not as to judgements. The school is prohibited from permitting access to education records, or personally identifiable information other than directory information about the students without written consent, except to specific agencies and persons such as school officials and certain federal or state authorities. A record must be kept of all persons to whom personal information is supplied. A copy of the Act is on file in the office of the Executive Assistant to the President.

Special Events

School of Nursing Research Day

DSU School of Nursing and Pi Xi Chapter of Sigma Theta Tau International Honor Society of Nursing sponsor an annual Nursing Research Day where individuals present their scholarly work. All currently enrolled SON students are expected to attend as part of their clinical experience.

Nursing Career Day

At the beginning of each Spring semester, the Career Services and Placement Office sponsor a Health Care Career Day for baccalaureate and graduate nursing students. Junior 1 students serve as ambassadors.

Professional Organizations

Mississippi Nurses Association

Several local chapters of the Mississippi Nurses' Association and the American Nurses' Association are located in the Delta State area and function as the professional organizations for Registered Nurses.

Delta State University Nursing Alumni Association

Nursing students may participate in the Nursing Alumni Association as honorary members until they graduate. The Delta State University Nursing Alumni Association often sponsors events for students and alumni.

Student Organizations

Mississippi Association of Student Nurses (MASN)

The Mississippi Association of Student Nurses (MASN), a constituent of the National Association of Student Nurses, has the following purposes:

1. To assume responsibility for contribution to nursing education in order to provide for the highest quality health care;
2. To provide programs representative of fundamental and current professional interest and concerns; and
3. To aid in the development of the whole person, his or her professional role and his or her responsibility for health care of persons in all walks of life.

Delta State University Chapter of the Mississippi Association of Student Nurses (MASN)

The Delta State University Student Nurses' Association, which is a chapter of the Mississippi Association of Student Nurses and the National Student Nurses' Association, functions as the student professional organization for undergraduate nursing students. The organization elects a president, vice-president, secretary, and treasurer. The organization holds meetings where students are introduced to nursing as a profession in a manner consistent with the School of Nursing philosophy. Various social, community and fund raising activities are planned during the year. State and National conventions are held annually, and students who are in satisfactory academic standing are encouraged to attend. Students are allowed time away from school each year to attend the state/national conventions.

This organization is a formal network through which students may have input in curriculum and policy matters in the School of Nursing.

NSNA/MASN/SNA

NSNA - National Student Nurses' Association

MASN - Mississippi Association of Student Nurses

SNA - Student Nurses' Association

Delta State University Chapter

The NSNA (national level) and MASN (state level) are nursing students' professional organizations. The student organizations may be compared with ANA (American Nurses' Association) and MNA (Mississippi Nurses' Association) for registered nurses.

SNA is the DSU local or school chapter of MASN/NSNA. If a student joins the DSU chapter, the student will become a member at the state and national level (MASN/NSNA). The student may join/participate in these organizations in several combinations:

1. DSU Chapter, MASN, NSNA
2. MASN, NSNA
3. NSNA

Involvement in the DSU Chapter is similar to the District Nurses' Association (RN's local meeting of MNA, ANA). On a state level, students are eligible to attend MASN convention each fall and participate in the organization activities on a state level.

The SNA and nursing faculty strongly encourage students to join the DSU Chapter (MASN & NSNA). Membership in the student's professional association helps to build the foundation for the student's transition into the professional world. The student's membership indicates a commitment to the advancement of the profession of nursing.

The student may obtain NSNA brochures and further information about dues from SNA officers or the SNA faculty advisor. By joining the DSU Chapter of MASN (#1 above) the student can be more active at the local level.

Honor Societies

Phi Kappa Phi

Members of this national scholastic honor society are selected on the basis of academic achievement and leadership. Induction into the society is conducted once each year. Second semester juniors and senior students are eligible for membership.

Sigma Theta Tau International Honor Society of Nursing, Pi Xi Chapter

The purpose of this society is to recognize superior academic achievement, recognize development of leadership qualities, foster high professional standards, and encourage creative work and to strengthen commitment to the ideas and purpose of the profession. Candidates for membership are selected from the undergraduate and graduate nursing programs on the basis of academic achievement. A candidate for membership from the undergraduate nursing program must have a 3.0 grade point average and rank in the upper 35 percent of the class. Candidates for membership from the graduate nursing program must have a 3.5 grade point average and have completed one-fourth of the required curriculum. For membership consideration, candidates must be endorsed by at least two current faculty members of the society.

Academic Advisement

Upon enrollment, each student is assigned a faculty advisor to assist them with academic concerns, planning the program of study, and assuring that graduation requirements are met. At the first registration, a plan of study (POS) must be projected for meeting degree requirements. This (POS) reflects the course selections for each semester of enrollment. The student and advisor can meet as frequently as necessary, but must meet once each semester to review progress. Appointments may be requested by either faculty or student, but regular meetings each semester are the student's responsibility to schedule. Modifications in the POS may be made if necessary and are recorded on the POS form. Any questions regarding the course of study should

be discussed with the faculty advisor. Additional advisor responsibilities for MSN program includes: 1) identification of appropriate faculty to serve as mentors or non-thesis research; and 2) assist students in identification of thesis committee members. Faculty/Student interaction forms and Advisement forms may be obtained in the office of the faculty secretary.

ACADEMIC REGULATIONS AND POLICIES

The following policies, established by the faculty, are subject to change as laws and conditions may require. These policies should not be considered final or irrevocable. The Dean maintains a current statement of approved policies and guidelines. All students in the School of Nursing should be aware of the provisions of the Delta State University Bulletin. Students enrolled in the graduate programs should be knowledgeable of the information in the Delta State University Graduate Bulletin.

Criminal Background Checks

The School of Nursing does not require or perform criminal background checks (CBCs) on students accepted into the BSN, RN-BSN, or MSN programs; however, per the Attorney General of the State of Mississippi (MCA: Title 97; 37-29-232; 73-15-19 (1)d) students are required to sign an affidavit disclosing all previous arrests and convictions of misdemeanors and/or felonies.

Clinical Agencies may require criminal background checks. Students are responsible for clarifying and adhering to agency requirements. If a CBC is required by a clinical agency, students are responsible for making arrangements with the clinical agency for fingerprinting and the CBC. Students will be required to sign a release of information form allowing the SON to receive a copy of the CBC results. Students are responsible for the cost of the CBC.

Basic Life Support Certification

All students must show evidence of BLS certification for Health Care Providers Course upon admission to the program. This certification must remain current throughout the program of study.

Professional Liability Insurance

All students are required to have professional liability (malpractice) insurance in effect. The School of Nursing offers a blanket policy for undergraduate students for an annual fee. This fee must be paid to the Dean's secretary by September 1st each year. All RN-BSN students and all graduate students must show evidence in writing that malpractice insurance is in effect prior to registering for any course. Nurse practitioner students must carry nurse practitioner student liability coverage according to each carrier's policy.

Equipment Purchase

Students have a choice in selection of a vendor when purchasing required equipment for course work. The equipment purchase list will be made available to students. Course Instructor of Record may be contacted for assessment of any equipment in question.

Revised 12/2004

Physical Examination & Health Requirements

All students must have a physical examination with routine laboratory work, TD injection, and a tuberculin skin test prior to beginning the program. The expense of this examination is the responsibility of the student. Students are required to present documentation of completion of immunization upon admission to the nursing program or within six months of admission unless shown to be immune or medically at risk. The student must also present documentation of a negative TB skin test and/or chest x-ray with annual screening. The Faculty Secretary will obtain documentation and access compliance each semester from the students' requirement checklist. Students not providing documentation of HBV vaccination, immunity, or medical risk must sign a declination for and a waiver of liability for Delta State University. Students will not be allowed to attend clinical until the requirements are met.

Licensure

All RN and MSN students must provide evidence of current Mississippi RN licensure and notify the School of Nursing of any licensure restrictions.

Health Insurance

Health insurance is the responsibility of the student, which includes any health care expenses incurred while a student. A student enrolled in at least six (6) semester hours is eligible for low-cost health/accident insurance protection through the university. Proof of insurance is required upon registration at the beginning of each semester.

Required Documentation

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

Change of Name

When a student legally changes his/her name, it must be reported to the Registrar of the University and the Dean of the School of Nursing.

Technical Standards for Admission, Progression, and Graduation

Selection of qualified students for admission to the School of Nursing is the responsibility of the faculty acting through the Undergraduate or Graduate Program. Responsibility for student progression and certification of students for BSN or MSN degrees also lie with the faculty. Admission to and progression in a program offered by Delta State University School of Nursing is not based on the following technical standards, but these standards facilitate qualified applicants and students in determining whether accommodations are appropriate or necessary. For the purpose of this document a qualified individual is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the

Program. (SCCEN, 1993). DSU provides an academic Support Lab Coordinator who is available to provide assistance and assessment of students with identified disabilities.

Nursing is defined by a task force of the Southern Council on Collegiate Education of Nursing (1993) as: a practice discipline with cognitive, sensory, affective and psychomotor performance requirements. Award of the BSN degree signifies that the graduate is prepared for entry into the practice of nursing. Award of MSN degree indicates that graduates have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of client care in the advanced practice role.

If they are to function in this manner, nursing students must have somatic sensation and the functional use of the senses of vision and hearing, and equilibrium. They must have sufficient communication and motor skills to perform the activities described in the sections that follow. Students also must be able to consistently, quickly, and accurately integrate all information received by the sense(s) and have the intellectual and critical thinking ability to learn, integrate, analyze and synthesize data, and the appropriate behavioral and social skills for client and health team interaction.

The admissions committees of the School of Nursing, in accordance with Section 504 of the 1973 Vocational Rehabilitation Act and the American Disabilities Act (PL101-336) have established the essential functions of students in the Schools educational programs. Contact the Dean's office if you think this may apply to you. For additional information contact the DSU Office of Disability Services.

The essential abilities in this document can be accomplished through direct student response, the use of prosthetic or orthotic devices, or through personal assistance, i.e., readers, signers, note-takers. The responsibility for the purchase of prosthetic or orthotic devices serving a student in meeting the abilities noted remains with the student. The SON will assist with this accomplishment, as required by law and institutional policy.

Upon admission, a student who discloses a properly certified disability will receive reasonable accommodation but must be able to perform the essential functions of the educational curriculum and meet the standards described herein for the educational program. Possible accommodations include opportunities for individual and group counseling, peer counseling, linkages with community services, faculty advisory committees whose members are aware of disabled students and their needs, career counseling, assistance with job searches and interview skills, and extended test taking time, if and when appropriate. Students seeking accommodations must initiate their request with the Dean. Students must request accommodations for classroom, laboratory, and assigned clinical activities.

1. **Observation** - The nursing student must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the senses of vision, hearing, and somatic sensation. It is enhanced by the functional use of the sense of smell.
2. **Communication: Auditory and Visual Senses** - A nursing student should be able to effectively use verbal and written forms of communication to speak, to converse with clients and health team members. Students must be able to hear and to have adequate

visual skills to observe patients in a sensitive manner. A nursing student should be able to elicit information, describe changes in the client's mood, activity and posture, to perceive nonverbal communications, and to assess client, family and health team member needs. The student also must be able to communicate effectively in oral and written form with all members of the health care team.

3. **Motor Skills and Tactile Sense** - Students should have sufficient motor and tactile function to effectively assess clients by palpation, auscultation, percussion and other diagnostic means. A student should be able to execute the motor movements reasonably required to provide general and emergency care to patients, including, for example, resuscitation, the administration of intravenous medication, and the application of pressure to control bleeding. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.
4. **Intellectual: Conceptual, Integrative, Quantitative, and Critical Thinking Abilities** - These abilities include measurement, calculation, reasoning, analysis, and synthesis. Critical thinking and problem solving are essential skills.
5. **Behavioral and Social Attributes** - A student must possess the emotional health required to fully use their intellectual abilities, to exercise good judgment, to promptly complete the responsibilities of client management and participation in leadership with the health care team, and to develop mature, sensitive, and appropriate relationships with clients. Students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be flexible and able to adapt to changing environments and capable of functioning in the face of uncertainties inherent in the clinical problems of clients. Students must have interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds. The student's compassion, honesty, integrity, interpersonal skills, interest, and motivation are also important personal qualities.

The Delta State University School of Nursing adopts the University statement of equal education opportunity. As an institution of higher education, and in the spirit of its policies of equal employment opportunity, the University declares its policy of equal educational opportunity. All applicants for admission will be considered without regard to an applicant's race, color, religion, sex, national origin, disability related to program performance, disabled veteran status, or Vietnam era veteran status. Complaints or grievances by any student who has reason to think he or she has been affected by discrimination will be considered through established procedures. For additional information see the DSU Handbook.

Universal Precautions

Policy and Guidelines for Universal Blood and Body Fluid Precautions

1. The School of Nursing utilizes the Centers for Disease Control's recommendations related to universal blood and body fluid precautions as presented in the (MMWR) Morbidity and Mortality Weekly Report. Because information changes as new knowledge develops, students and faculty are responsible for utilizing the most recent information available.
2. Prior to any contact with clients for clinical experiences, students will attend the sessions

- on universal blood and body fluid precautions.
3. If a student has a parenteral or mucous membrane exposure to blood or other body fluids or cutaneous exposure (especially when the exposed skin is chapped, abraded, or afflicted with dermatitis) the student is to follow the policy of the agency which the incident occurs. In the event that the agency has no exposure policy, the student will be referred to Student Health.
 4. Students will not practice parenteral injections, venipunctures, or finger sticks on self, each other, faculty or staff.
 5. Students will wear gloves when providing post-mortem care in a hospital setting.

HIV Status

Faculty members and/or nursing students who perform "exposure prone" procedures have an ethical responsibility to know their HIV status. Nursing students and faculty who believe they may be at risk for HIV antibody, HBeAg, or HBsAg have an obligation to be tested, and to report any positive results to the Dean of the School of Nursing.

HIV Management and Education

Students are provided with both printed and verbal instructions on universal precautions for blood and body borne infections in accordance with applicable CDC guidelines prior to any exposure to clients/patients. Students are required to sign an acknowledgment stating that this information has been provided.

Students are also to be provided with appropriate information regarding personal health habits, HIV prevention, and risk behaviors as part of their pre-requisite clinical preparation. These instructions are to be continually reinforced and clinical supervision to be managed to ensure strict compliance in all clinical learning experiences including well child care, psychiatry, and community health, as well as acute in-patient experiences. Faculty members should be competent role models in the care of HIV/HBV infected patients.

All nursing personnel are professionally and ethically obligated to provide client/patient care with compassion and respect for human dignity. No nursing faculty member or nursing student may ethically refuse to treat a patient solely because the patient is at risk of contracting, or has, an infectious disease such as HIV, AIDS, or HBV. Students and faculty should understand and follow rules of confidentiality.

HIV Positive: Students, Faculty, and Staff

Students and faculty who are HIV positive or who have AIDS may not pose a health risk to other students in an academic or residential setting, but in a clinical setting the CDC guidelines and universal precautions should be followed.

Clinical settings which pose additional risk to the personal health of HIV positive students and faculty will be identified, and persons affected will be advised of these risks and urged to consult their health care provider to assess the significance of the risks to their own health.

Students, faculty and staff who know they are infected are urged to voluntarily inform the Dean of the school who will begin to assess the need for necessary modifications/accommodations in clinical education or job functions. Such modifications will be crafted on a case by case basis. Any modification of clinical activity of HIV positive students or faculty will take into account the

nature of the clinical activity, agency requirements, the technical expertise of the infected person, the risk posed by HIV status, functional disabilities, and the transmissibility of simultaneously carried infectious agents.

HIV - Post-exposure Report and Procedures

Immediate antiseptic procedures should be followed after possible exposure.

A student or faculty member has an ethical duty to report to the faculty member in charge or the Dean any accident which exposes him/herself or a patient to a risk of transmission of a blood borne disease.

Confidential testing and appropriate counseling will be provided according to the clinical agency's policy following exposure. The nurse is ethically obligated to be tested for HIV when the patient is exposed to a provider's blood.

If an accidental exposure occurs, faculty, students, and staff should follow the CDC guidelines for occupational exposure: if needle stick with contaminated needle, test for HIV to establish seronegativity first, then retest at 6 weeks, 3 months, 6 months and 1 year. Other blood/body fluid exposure is defined as:

Percutaneous inoculation - needle stick or sharps

Non-needle percutaneous injury - open cuts or abrasions, direct mucous membrane contact, accidental splash, direct hand contact with large amounts of blood or body fluids without glove protection.

Incident and/or Accident Report

In the event of an incident or accident involving a student:

1. The student will complete the appropriate form supplied by the agency. The faculty member will cosign the report with the student.
2. If the agency will not allow a copy to be made, the student completes an anecdotal record for the School of Nursing. The student provides the same information found on the incident report, including details of the incident and any physician involvement. The faculty member includes measures taken to avoid further incidents such as teaching of clients, counseling and teaching of student, or other appropriate measures. Both the involved faculty member and the student sign the anecdotal record.
3. The anecdotal record or agency form is submitted to the Coordinator of Academic Program's office for inclusion in the student's file within two days of the occurrence.
4. The copy of the agency form or the anecdotal record remains in the student's file until the student graduates.

Retention of Course Materials/Records

Student's tests, papers, exams, etc., called point sources, and from which grades are derived will be retained by the individual faculty member or the faculty secretary for a minimum of 12 months after graduation. Student point sources become the property of the School of Nursing. In the event that a faculty member is no longer employed at DSU, the materials will be retained by the faculty secretary in the files of the School of Nursing.

Registration

To receive credit for any course, a student must be registered for that course. The time schedule of registration events is published in the University calendar found in the front section of the DSU Bulletin. In planning their program of study, each student has the personal counsel of a faculty advisor. Detailed instructions regarding the distribution of PIN numbers and online registration procedures will be provided when students present for advisement each semester.

Class Attendance and Absence

Regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to course credit. University policy states that, "students must attend a minimum of 75 percent of all scheduled classes and activities". When a student accumulates absences greater than 25 percent of the scheduled meetings of class, the student receives a grade of F in the course. Particular policies and procedures on absences and makeup work are established for each class and are announced in writing at the beginning of the term. Students are responsible for obtaining assignments, notes, etc. If for any reason the student must be absent from a clinical learning experience, the appropriate faculty member must be notified at least 2 hours prior to the time the clinical learning experience begins. Students are entitled to make up any work missed for absences authorized by the Vice-President for Academic Affairs. Official absences must not exceed allowed classroom and/or clinical absences in the School of Nursing. Tardiness of more than 30 minutes will constitute an absence. Each student is directly responsible to the individual professor for absences and for making up work missed. A student absent from class when a test is scheduled is entitled to a makeup test if evidence is presented to the faculty member that absence was due to illness or death in the immediate family. Official absences are granted to students required by the University to miss class for events such as athletics, performing group, and student government groups. Students who commute are excused from classes during periods of time when the Weather Bureau has issued a weather advisory for hazardous driving conditions. A student who has been reported as having excessive absences has the right to appeal to the Attendance Committee and may continue to meet class with the permission of the Committee during the period of appeal. For more information about the appeal process, contact the office of the Vice President of Academic Affairs. Class attendance is defined as face to face classroom meetings, other meetings, on-line course attendance requirements, clinical experiences or any other requirement set forth in a course calendar or syllabus.

Examinations

Examinations are given at the close of each semester and at times instructors deem necessary. Absence from final examination, except in case of emergency is automatically construed and recorded as a failure (See undergraduate and graduate sections for more information). Books or written materials are not allowed during tests unless specifically permitted by the faculty member. In testing situations, an absence must be cleared with the instructor who is responsible for the test prior to the scheduled time. A student who cannot reach the responsible faculty member before a test should contact the course IOR or leave a message with the faculty secretary. After returning to school, the student will be given one week to make arrangements for taking the missed test, after which a test grade of zero will be recorded. Faculty reserve the right to design the test

format and set date for the makeup test(s).

System of Grading

The grading system for academic courses at Delta State University is a five-letter format as follows: A-excellent; B-good; C-satisfactory; D-poor; F-failure. To these marks, the following quality point values are assigned: A-4; B-3; C-2; D-1; F-0. These values are termed quality points per semester hour of credit. A grade of “C or better” is required for successful completion of a course at the BSN level. A grade of “B or better” is required for successful completion of a course at the MSN level. The letter I indicates that work is incomplete due to providential causes that prevented the student from taking the final examination. A grade of I must be removed within twelve months. Faculty reserve the right to make decisions related to audit status.

Communication Regarding Academic Status

Any student who is concerned about any aspect of their academic standing, including course grade, should discuss the concern with the following individuals in an attempt to resolve the concern. (Each individual should have an opportunity to discuss the concern with the student prior to the student proceeding to the next level. The student’s academic advisor may be consulted at any time regarding academic concerns. If the academic advisor is also the course faculty, the student may request that the Dean appoint a temporary advisor to assist the student in resolving the course related concern.)

1. Faculty Member
2. Instructor of Record
3. Coordinator of Academic Programs
4. Dean of the School of Nursing

Student Academic Grievance Policy

See the DSU Undergraduate and Graduate Bulletin

Cheating and Plagiarism

Cheating and plagiarism will not be tolerated. See the DSU Undergraduate and Graduate Bulletin

Course Syllabi

The course syllabus is a course guide and is not a contract. To meet varying educational and time requirements, it may be changed or modified by the faculty member at any time without prior notice. Students will be notified at the next class meeting or immediately through WebCT of any course syllabi changes.

Student Possession and Use of Beepers and Portable Telephones

Students may not carry beepers or portable phones during classroom or clinical experiences without special permission.

Student Access to Medical Records

Students requesting access to a client's medical record must be currently enrolled in the DSU SON. If the request is outside regularly scheduled clinical hours permission in writing must be obtained from the course clinical faculty and the medical records department of the facility.

Guidelines for Papers

The required guide for preparation of papers:

American Psychological Association. (Latest edition). *Publication manual of the American Psychological Association*. Washington, DC: Author

Guidelines for Thesis/Project

Graduate students who are completing a thesis should refer to: Policies and Instructions Related to the Preparation of a Thesis at Delta State University. Additional forms required for NUR 687 Project and NUR 690 Thesis must be completed and are available in the program office. Graduate students who are completing a project or thesis should contact their advisor for specific instructions. Further information is available in the MSN section of this handbook.

Posters

Each student is expected to remove from the building posters for assigned projects at the completion of the presentation. Any posters left in the building will be discarded.

Used Books

The Delta State University Bookstore does not buy used nursing books. Students may post "For sale or books wanted" notices on the School of Nursing bulletin boards.

Withdrawal from the University

Students wishing to withdraw from the University must confer with their advisor prior to completing the required withdrawal form. An undergraduate student who withdraws from the University after the fourth week of the semester and who is not passing at least nine hours of coursework is subject to Academic Probation or Academic Suspension. For additional information please see the DSU Bulletin.

Graduation

In order to graduate from Delta State University the student must: Meet all the criteria for graduation, as set by the University and noted in the DSU Undergraduate and Graduate Bulletin, successfully complete the course of study as outlined by the faculty of the School of Nursing in the DSU Undergraduate and Graduate Bulletin, and make formal application for a degree at the beginning of the fall semester or two semesters prior to graduation. Applications are available from the Dean's office. It is the responsibility of the student to insure that official transcripts containing credit for all courses required for the degree are in the University Registrar's Office prior to graduation. DSU has both a December and May commencement ceremony. Commencement is required of all students. Students must send notification to the SON Dean and Coordinator of Commencement (Registrar's Office) to receive their diploma in absentia.

Pinning

A Pinning ceremony is held each year for BSN students.

Orientation

Orientation sessions for all newly admitted students will be provided.

Scholarships

Please refer to the DSU Undergraduate and Graduate Bulletin for a complete listing and descriptions of scholarships available to nursing students.

Uniform Code/Equipment:

1. White top with monogram and green pants, clean and pressed (see SON website for complete information on choices of uniform pants and tops)

Monogram on uniform top and lab coat as follows:

line 1: DSU

line 2: BSN Student Nurse

line 3: student first initial and last name (example: S. Smith)

lines to be in block print, centered, monogram on left side of top and lab coat in green thread to match color of uniform pants

2. No sleeveless attire
3. No lace or sheer fabrics
4. Plain white undergarments if wearing white pants
5. White hose or white socks as appropriate (no ankle socks)
6. White leather shoes only
7. RN – School and State Board pin may be worn
8. Equipment
 - a. Watch with second hand
 - b. Stethoscope
 - c. Bandage Scissors
 - d. Black and Red ink pen
 - e. Additional equipment may be required
9. Jewelry
 - a. Wedding band
 - b. One small stud earring per ear lobe is allowed
 - c. No other body jewelry or ornamentation
10. General Appearance
 - a. Students are to be neat, clean, and well-groomed.
 - b. No perfume or cologne
 - c. Clean short fingernails without polish.
 - d. Hair should be clean, well kept and off the shoulder.
 - e. Facial hair on male students must be trimmed so as not to touch the uniform.
 - f. Natural looking make-up only

Some clinicals may require that the student wear appropriate street clothes with a lab coat and a

name badge. Students dressed inappropriately will be sent home and will receive an unsatisfactory for the day. Clinical faculty reserve the right to approve uniform or clinical dress.

Grading

The grading scale for the SON Undergraduate Program:

A = 92-100; B = 83-91; C = 74-82; D = 65-73; F = below 65. Grades will not be rounded. The recommended grading technique is number correct over number possible. A student must pass the theory portion and earn a satisfactory in the clinical component of each class in order to progress in the program. All clinicals are graded as satisfactory/unsatisfactory. Any unsatisfactory clinical component will result in failure of the course. A grade of "F" will be recorded for the course grade. When a course is repeated the grade earned for the second attempt will be the grade used to calculate GPA within the School of Nursing.

Clinical Evaluation Policy

Faculty will make every effort to assure that students' clinical experiences are meaningful and provide opportunities for application of nursing theory and principles. Faculty will make comprehensive, concise, and complete anecdotal notes for use in determining clinical grades. Student conduct deemed as "unsafe" patient care or unsatisfactory clinical performance will be documented by the clinical faculty and counseled immediately. Students should make weekly appointments with the clinical faculty to review and sign clinical evaluations per the clinical faculty's requirements.

School of Nursing Evaluations

The student is expected to objectively and constructively evaluate each nursing course and faculty member at the end of each semester.

Procedure for Evaluation of Nursing Courses, Faculty, Library and Clinical Agencies:

1. During the last two weeks of each semester students will evaluate faculty (clinical and classroom) who assisted with the course, the nursing course, and clinical agencies used for learning experiences. During the Spring Semester the library services will also be evaluated.
2. The Instructor of Record will designate a student in each course to conduct the evaluation during a scheduled class period.
3. Faculty will leave the room during the evaluation process.
4. The evaluation forms will be provided to the designated student who will pass out the forms. Students will complete each set of forms and return to the designated student. The forms will then be returned to appropriate envelopes and sealed.
5. The sealed envelopes will then be taken to the faculty secretary's office where they will be placed in a secure area.
6. After all grades have been submitted to the Registrar's office the completed evaluation forms will be given to appropriate instructors who will review them.
7. Data from student responses will be considered in revising course content and instructional methods.

Standardized Tests

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These tests are given to measure retention and application of knowledge in essential nursing content specific to clinical categories. They will be given at designated intervals throughout the nursing curriculum. All tests will be reviewed afterward to reinforce student learning. The purpose of the tests is to measure student strengths and weaknesses in various clinical content areas as compared to students in other nursing programs throughout the nation.

The scores and other scoring information will be reviewed with the students. Students will use the data to assist in reviewing essential content already covered in nursing courses.

Any student taking diagnostic tests in the Senior year who scores less than the 40th percentile will be required to submit specific learning objectives for NUR 406 Nursing Preceptorship. These will be in addition to other individual objectives. Each student is assessed the cost of the standardized testing fee.

Safety

To provide for the safety of clients at all times, students are expected to validate safety during the skills laboratory experience. If a student is believed to be a threat to client safety, the faculty member will document the incident(s), notify the Instructor of Record and the COAP, and a conference will be scheduled.

Skills Check-offs

Faculty members are available to assist students with practice of nursing skills in the campus lab by appointment. The student may practice at scheduled times when the lab is open. Students should bring the skills check-off list for that particular skill when coming to practice or check-off. After demonstration of a skill in the campus lab, each student is allowed two attempts to successfully pass each skill. Upon unsuccessful performance on a first attempt to check-off, a student will have one additional week to successfully check-off on the skill. At least one practice session must be scheduled with a course faculty member prior to the second attempt. The second attempt may not be within 24 hours of the first attempt. Failure to keep an appointment for a check-off without canceling that appointment is considered one of the two attempts that a student has to check-off the skill. Students may be required to be re-evaluated on skill competencies at the discretion of individual instructors at any time during the program.

Home Visits

When making home visits, BSN students must be accompanied by agency staff; however, students will provide their own transportation.

Tardiness

Students are to be on time for all lectures and campus/clinical laboratory experiences. (Tardy is defined as less than 30 minutes late.) One absence will be recorded for each three times a student is tardy. Students not present during roll call, which occurs at the beginning of class, will be recorded as absent. It is the student's responsibility to notify the faculty member of his presence.

Late Assignments

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Written assignments must be turned in at the designated date and time. Faculty will deduct 5 (five) points per day for late assignments for up to 7(seven) days. After 7 (seven) calendar days, the assignment will not be accepted for credit. Assignments are due at the beginning of class or at a designated time and are to be turned in to the appropriate faculty member. Unsatisfactory assignments returned to the student for completion must also be turned in at the designated date and time. Faculty may set an alternative policy for late assignments. If an alternative policy is used in a course it will be outlined in the course syllabus under "Late Assignments". Faculty may elect to establish a Zero Tolerance Policy for late assignments; thus, no assignments would be accepted after the day and time of an assignment's due date. Under this policy, all assignments that are late, for whatever reason, receive a grade of zero.

Dismissal from the Program

A student deemed to be unsafe, unprofessional, or unethical will be notified in writing by the Coordinator of Academic Programs (COAP) of his/her dismissal from the Program.

Academic Dismissal

A student who earns a "D" or "F" in an undergraduate course will be notified in writing by the Coordinator of Academic Programs (COAP) of his/her course failure and dismissal from the Program. A student who fails one nursing course is eligible to apply for reinstatement to the Program. A student who fails two or more nursing courses is not eligible to apply for reinstatement to the Program.

Application for Reinstatement

A student dismissed from the undergraduate program for failure in a nursing course (Academic Dismissal) is eligible for consideration of reinstatement to the Program only once.

Application for Reinstatement process:

1. Submit a letter requesting reinstatement to the COAP no later than the end of the next regular term from the date of dismissal.
2. The COAP will set a date and time to review the letter with the applicant and the faculty member(s) of the nursing course failed by the applicant. The date set by the COAP will be no later than 5(five) working days from the date the applicant's letter is received.
3. The COAP will notify the student in writing of the decision on reinstatement no later than 5(five) working days from the date of the applicant's review.
4. If reinstatement is denied, the applicant may, within 5(five) working days of the receipt of the decision, appeal the decision to the Dean of the School of Nursing. Within 5(five) working days of receipt of the appeal the Dean will render a decision and inform the applicant in writing. The decision of the Dean is final.

Program Progression Following Reinstatement

Revised 12/2004

Following reinstatement, the COAP and faculty will determine appropriate course sequencing for the student.

Enrollment at an Institution Other than DSU SON

Should a student wish to enroll in a nursing course at an educational institution other than Delta State University:

1. Request permission in writing from the COAP prior to enrolling in a course
2. Provide a course syllabus that includes the course's content and topics to the COAP
3. Transfer credit is limited to non-clinical courses at CCNE and/or NLN accredited programs

Courses currently considered for transfer: Pharmacology and Nursing Research. Failure to comply with the procedures will result in denial of course credit.

Americans with Disabilities Act

Delta State University fully complies with all the provisions of the Americans with Disabilities Act of 1992. No qualified disabled student shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, research, occupational training, housing, health insurance, counseling, financial aid, physical education, athletics, recreation, transportation, other extracurricular, or other postsecondary education program or activity. A student with a disability applying to DSU for admission shall also submit a current specialist's evaluation of the disability which will remain on file in the Office of the University Coordinator of the Americans with Disabilities Act. For additional information please contact the DSU Office of Disabilities Services.

Potential Risk Statement

There are potential hazards to the nursing student which are present throughout the educational experience. These potential risks include both off-campus and on-campus clinical experiences.

Transportation

Transportation to clinical agencies is not provided.

Emergencies

Should an emergency arise in transit to a facility or class, it is the student's responsibility to notify the course or clinical faculty.

Inclement Weather Students who commute are excused from classes and/or clinicals when weather advisories for hazardous driving conditions are in effect.

Additional Policies Specific to the MSN

Graduate Nurse Role

Revised 12/2004

Students will expand their knowledge beyond the realm of undergraduate education. They will enhance skills such as writing, speaking, critical thinking, and data analysis; thus, allowing for a greater understanding of the academic process. A positive professional attitude will allow academic growth and mastery of content. Students are accountable for their own learning as they work to acquire and expand their skills in leadership, collaboration, communication, therapeutic nursing interventions, and critical scientific examination.

Admission to the Graduate Program

The graduate admissions process is coordinated by the Graduate Office and the School of Nursing. Admission to the Graduate School requires a baccalaureate in science degree from an accredited institution and an undergraduate background appropriate to graduate study. A student admitted as “non-degree seeking” may enroll in graduate courses with the permission of the Coordinator of Academic Programs. Transfer of credit hours from another institution may be awarded toward a degree with permission of the COAP.

Admission is competitive and based upon an estimate of the ability of the applicant to successfully complete the program of study, the appropriateness of the requested program of study, and in the student’s goals. A limited number of students are accepted to the School of Nursing Graduate Program. The most qualified applicants will be accepted first. Admission to the graduate program is either as Full or Provisional Admission.

Admission to the MSN Graduate Program is competitive. Students considered for Full Admission must meet the following requirements:

1. Completed baccalaureate degree in nursing with a minimum GPA of 3.0 overall.
2. A satisfactory score on the Graduate Record Exam (GRE) with a satisfactory score on the Verbal section of 370 or higher.
3. A grade of "C" or better on an introductory course in statistics.
4. At least two years of continuous clinical practice as a Registered Nurse.
5. Unencumbered nursing license to practice as a Registered Nurse.
6. Three letters of professional/academic reference. At least one reference must be academic in nature.
7. Evidence of both professional nursing liability and health insurance.
8. Completion of an interview conducted by School of Nursing faculty prior to admission.
9. A grade of "C" or higher on a graduate level pathophysiology course.

Provisional Admission

Students who meet all requirements for admission to the graduate program in nursing except a grade point average of at least 3.0 will be considered for provisional admission by the graduate program committee. Students who are registered nurses with a bachelors of science degree in a grade point average of at least 3.0 will be considered for provisional admission by the graduate program committee. Students who are registered nurses with a bachelors of science degree in a health-related field may also be considered for provisional admission by the graduate program committee. A student granted Provisional Admission will be granted Full Admission after completing a minimum of 9 semester hours of coursework with a minimum grade of “B” in each course and by meeting the other requirements for progression. A student who is provisionally

admitted and who does not have a minimum grade of “B” in the first 9 semester hours of coursework will be dismissed from the program.

Progression in the MSN Program

Students in the program must maintain a GPA of 3.00 on all graduate work attempted at DSU, a GPA of 3.00 in the major field of study, and a “B” in all courses with a clinical component. If a course is repeated, the second grade does not replace the first grade – both grades will appear on the student’s transcript and will be used to compute the cumulative GPA. A course may be repeated only once. To remain and progress in the program, a safe level of practice is required. Clinical performance will be evaluated on a satisfactory/unsatisfactory basis. A grade of “Incomplete” must be removed before a student may progress to subsequent coursework.

Academic Suspension and Dismissal

Students who earn three grades of "C" or one grade of "D" or "F" will be dismissed from their degree program. Also, graduate students must maintain a 3.0 GPA during the first nine semester hours of graduate work in a degree program. Failure to do so will result in dismissal from that program unless otherwise stipulated by the department offering the program. If, anytime after completion of nine hours, a student's overall grade point average on graduate courses drops below a 3.0, the student will be placed on probation. A student on probation is not a candidate for a degree. Probationary status is removed by raising the overall grade point average to 3.0 or better on all graduate work at the end of the next semester of enrollment after being placed on probation. (For students enrolled in the summer, both school terms will be used to determine if probationary status should be removed.) Failure to remove probation in the manner described will result in the student being dropped from the degree program. Requests for reinstatement to a graduate program must be approved by the college or school dean.

Readmission to the Graduate Program

A student who has withdrawn from the university in good standing, been suspended for academic deficiencies, or for any other reason been separated from the university, should submit an application for readmission to the DSU Graduate and Continuing Studies Office. The College or School Dean must approve applications for readmission by students suspended for academic deficiencies. Students with academic deficiencies may be readmitted to the School of Nursing only once.

MSN Program of Study

A program of study should be filed in the COAP's office and the Graduate Studies Office prior to the completion of twelve semester hours of course work. (A program of study is a list of courses required for completion of the degree and the expected date(s) of enrollment in each.)

MSN Degree Candidacy

A student must file an application for candidacy two semesters prior to the date of graduation. The application will be reviewed by the COAP. Candidacy status requires a minimum GPA of 3.0 and completion of all admission requirements.

Second Master's Degree

Upon recommendation of the student's advisor and with approval of the College or School Dean, a candidate for a second master's degree may transfer up to 9 semester hours of credit from the first degree program.

Add-On Certificate

A student, with an earned MSN from an accredited institution, may request non-degree seeking enrollment in order to earn credit hours toward an additional role. No degree will be awarded. Upon successful completion of course work, the COAP will verify completion of the plan of study (the COAP serves as advisor for non-degree seeking students) and a certificate will be awarded.

Graduate Course Time Limit

DSU course credit more than 6 (six) years previous to the date of the application to the MSN program is not acceptable. However, course work may be revalidated with permission of the graduate advisor, COAP, and Dean. A student is eligible to revalidate 2 (two) courses. The revalidation process may include refresher work followed by satisfactory performance on a revalidation examination. From the date the revalidation process is approved, the student has a maximum of three months to complete the process. A revalidation examination fee may be charged.

Transfer Credit for the MSN Degree

A student may transfer six hours of B-or-better course work into a degree program at Delta State. The courses should be listed on the program of study. It is also permissible to transfer required courses. However, the advisor should request from the student a copy of the transfer course descriptions to insure that they are equivalent in content to Delta State's required courses. The six hours (6) of allowable transfer credit are usually taken prior to enrollment at Delta State and will normally be approved and entered on the program of study. However, when special circumstances warrant, such courses can be taken and transferred at a selected point during course work at Delta State, or when all courses except allowable transfer courses are completed. This flexibility may allow the candidate to accept a job, finish course work at the new location and transfer the hours, travel to Delta State for comprehensive examination, and graduate.

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Transferring in more than six hours is possible - when circumstances merit it. The advisor should make a recommendation to the COAP which must also be approved by the Dean. There are no set limits on the maximum number of hours that may be transferred. Only in the most unusual cases, however, should more than twelve hours be approved.

Undergraduate Students Enrolling in Graduate Coursework

Undergraduate students may enroll in up to 9 (nine) graduate hours if they are within 6 (six) hours

of graduation or are eligible for graduation, have a 2.75 undergraduate GPA and approved by the graduate advisor, COAP, and School Dean. Undergraduate students enrolled in graduate

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coursework do not complete an application for admission to graduate school until after they have completed the baccalaureate degree.

MSN Grade Scale

The graduate program grading policy: A=90-100; B=80-89; C=70-79. No academic credit will be awarded for a grade less than “C”.

Unsatisfactory Progress in the Graduate Program

A student with a cumulative GPA below 3.00 (after completion of the provisional admission period) will be placed on academic probation. During the next semester of enrollment the student must raise the cumulative GPA to a 3.00. Failure to do so will result in dismissal from the program.

Comprehensive Examinations

Students who anticipate graduating at the end of the Spring semester should contact their advisor at the beginning of that semester to request permission to take the required written comprehensive examination and complete the “Graduate Examination Application” form. The Graduate Program Comprehensive Examination will be administered only once each semester (first week in November and third week in March). Following review of the student’s records, the advisor will notify the COAP who will request clearance for the examination to be administered. To successfully complete the exam, the student must earn a score of at least 80 on each section administered. The student may take the examination only once during a semester. In the event that the student is unsuccessful on the initial attempt, the written exam may be repeated the following semester. The student must register for one hour of nursing credit the subsequent semester in order to be allowed to retake the examination. In the event of two unsuccessful comprehensive examination attempts, it will be necessary for the student to request graduate program approval for continuing in the program. If approval is granted, the student will be required to complete a program of remediation approved by the graduate program prior to the third and final comprehensive examination attempt.

The preparation and administration of the comprehensive examination is the responsibility of the School of Nursing. The student will receive written notice of examination results from the COAP.

Delta State University School of Nursing Research Day - MSN Participation

Graduate students will make a twenty minute oral presentation on their research. The chair of the student’s research project/thesis will give guidelines regarding slide presentation, etc. Visual aids are required for presentation clarity for the audience.

MSN Scholarships

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Institute of Higher Learning (IHL) Scholarships applications are available and additional information may be obtained from the IHL web site.

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MSN Dress Code

Students wear white lab coats with a DSU School of Nursing name badge. A neat and professional appearance is expected. Blue jeans and shorts are not acceptable professional attire.

Graduate Assistantships & Financial Assistance

Application for an assistantship is available from the faculty secretary. Other financial assistance may be available – contact the School of Nursing for additional information.

MSN Thesis and Research Project

MASTER’S THESIS – NUR 690 – Thesis information packets are available in the faculty secretary’s office.

1. Thesis (NUR 690) – Six (6) hours credit
2. Completion of a moderate sized sample (minimum sample size=50; may include more subjects)
3. Based on the proposal completed in NUR 606 – Nursing Research
4. Defended before a three person committee
5. A helpful experience if considering doctoral study in the future
6. Master’s theses are often presented at scientific meetings and published; as well as presented at School of Nursing Annual Research Day.
7. The end product is a completed thesis (5 chapters) written according to the thesis guidelines stipulated by the Delta State University School of Nursing.
8. Thesis students will initially register for three (3) hours credit. The student must register for at least one credit hour of NUR 690 each semester until the thesis is successfully defended.

RESEARCH PROJECT – NUR 687 – Completed during students’ final semester

1. Three (3) credits total; the research project does not have to be defended before a committee. Students are required to present to at least one faculty member prior to required presentation at School of Nursing Annual Research Day.
2. NUR 687 students must enroll in at least one hour of credit each semester until successful project completion
3. Options under research project:
 - a. Small scale study (N=30), guided by research project chair. The research project committee in a small scale project will consist of a minimum of two members. The final project of a small scale study is a publishable manuscript.
 - b. Directed study: the student assists a doctorally prepared nursing faculty member with some aspect of the faculty member’s research. The nature of the student’s involvement is negotiated in a contract with the faculty member and signed by both.
 - c. In a directed study, the nature of the end product depends upon the contract

negotiated between the faculty member and the student. The student also writes a brief paper summarizing the learning acquired as a result of participation in the

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directed study. The nature and length of the paper depends upon the faculty who is supervising the directed study.

- d. Scholarly clinical project: completion of a project involving scholarly activities related to the clinical aspects of advanced practice nursing.

NOTE: If a student elects the Research Project option (NUR 687 – 3 hours credit), an additional three hour elective is required for graduation.

