

Student Handbook

Graduate Nursing

2024-2025 Academic Year

Clarkson College Mission Statement

Preparing students to professionally provide high quality, ethical and compassionate health care services.

Clarkson College Vision Statement

Clarkson College will continue to be the trusted, leading, and preferred healthcare educator.

Clarkson College Nursing Program Mission Statement

Preparing students to professionally provide high quality, ethical and compassionate health care to individuals, families, communities, and populations.

Program Accreditation

The Master of Science in Nursing and Doctor of Nursing Practice programs are accredited by the Accreditation Commission for Education in Nursing (ACEN) located at 3390 Peachtree Road NE, Suite 1400 Atlanta, Ga. 30326 PH 404 975 5000 acenursing.org

The Doctor of Nursing Practice with a specialty in Nurse Anesthesia programs is also accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) located at 222 South Prospect Avenue Park Ridge, Ill. 60068 PH 847 655 1160 home.coa.us.com

College Accreditation

Clarkson College is fully accredited by the Higher Learning Commission, the accrediting agency for the region in which the College is situated.

Notice of Non-Discrimination

Clarkson College is committed to providing a safe and non-discriminatory educational environment. Clarkson College complies with all applicable federal, state, and local laws relating to discrimination and does not discriminate on the basis of race, color, religion, marital status, sex, age, national origin, disability, genetic information, sexual orientation, gender identity and protected veterans status and prohibits sex discrimination in any education program or activity that operates, as required by Title IX and its regulations, including in admission and employment. Questions regarding Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education's Office of Civil Rights (OCR). The Director of College Human Resources serves as the Title IX Coordinator and is located on the sixth floor of the main Clarkson College building. The Title IX Coordinator can be contacted at 402.552.6298 or titleixcoordinator@clarksoncollege.edu. Clarkson College's nondiscrimination policy and grievance procedures can be located at [SW-1 Equal Opportunity and Non-Discrimination Policy](#). To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the [Title IX Report Form](#). The Office of Civil Rights can be contacted at the US Department of Education, Office of Civil Rights, Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue, SW, Washington D.C., 20202-1100; the phone number is 1.800.421.3481, and the email address is OCR@ed.gov. Questions regarding other types of discrimination should be directed to the Vice President of Communications and Development at pauljina@clarksoncollege.edu, Questions regarding accommodations for student disabilities should be directed to the Academic Compliance Office at accommodations@clarksoncollege.edu.

Clarkson College

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NOTICE: The policies and procedures outlined in the Graduate Nursing Student Handbook are subject to change without notice at the discretion of the Program Director with the approval of the Vice President of Academic Affairs. All changes will be communicated to students in a timely manner. The student is expected to be familiar with all requirements, policies and procedures for his or her degree program and to assume responsibility for meeting those requirements.

All Nurse Anesthesia Program Policies and Procedures are reviewed and revised on an annual basis and can be found on the website at [Program Policies and Procedures | Clarkson College](#)

WELCOME

Welcome to the Graduate Nursing program at Clarkson College in Omaha, Nebraska. We are eager for you to have an exciting and rewarding experience as you progress through the program. You bring a unique background and knowledge base to graduate study. The faculty and administration of Clarkson College are here to help guide and facilitate your transition from your current role to an advanced practice role. We are confident your journey will be intense and rewarding with numerous opportunities to offer you growth in your chosen profession.

INTRODUCTION

To simplify learning plans and advanced professional development, we have gathered important materials and information in this handbook. The purpose of this handbook is to provide:

- The Mission and Values of Clarkson College.
- The Program Outcomes for the Graduate Nursing Programs.
- An overview of the MSN and DNP Graduate Nursing curricula.
- The actions and responsibilities involving the student and the College that will ensure smooth transitions into and through the components of the program.
- The student with essential information to integrate technology-based learning modalities to apply knowledge and skills unique to the graduate degree-prepared nurse.

CLARKSON COLLEGE MISSION & VALUES

Clarkson College is a private, Episcopal-affiliated, non-profit, co-educational institution offering undergraduate and graduate health science degrees. Our Mission is to prepare students to professionally provide high quality, ethical and compassionate health care. To achieve our Mission and fulfill the vision of the College, we adhere to the following Values:

- **LEARNING** *The lifelong process of education through both structured and unstructured interprofessional experiences.*
- **CARING** *An empowering relationship through an attitude of empathy, trust, compassion, and respect for those with whom we interact, serve and lead.*
- **COMMITMENT** *Dedication and accountability to the shared Mission of Clarkson College.*
- **INTEGRITY** *Adherence to moral and ethical standards to inspire trust in personal, professional, and organizational actions.*
- **EXCELLENCE** *A level of performance in which all individuals strive for extraordinary quality.*

NURSING PROGRAM PHILOSOPHY

We, the Undergraduate and Graduate Nursing faculty of Clarkson College, believe we possess the knowledge, skill and attitude to educate individuals for the professional practice of nursing. We are committed to scholarship through lifelong learning and the pursuit of knowledge. Consistent with the Clarkson College Values, the faculty value Learning, Caring, Commitment, Integrity and Excellence in our professional relationships. We are dedicated to the dignity, health and spiritual needs of people. We are committed professional nurse educators who foster nursing education in a caring environment.

We believe the study of nursing is consistent with, and fosters, the Mission and Values of Clarkson College. Nursing is a humanistic and scientific care discipline and profession. Our beliefs regarding human beings, environments, health, education and nursing are contained within the program's philosophy. Nursing recognizes that a human being is an individual who consists of a mind, body and soul developed through interpersonal relationships and influenced by environment, culture and health. Environment is a set of dynamic physical, cultural, political and economic conditions that influence the lives of individuals, families, communities and populations. Recognizing that the individual is in constant interaction with an ever-changing environment, nursing focuses on the impact a person's environment has upon health. Health is an individually perceived dynamic state of well-being from birth to the end of life.

We profess that education is a formal process of organizing concepts and elements, planning appropriate activities, facilitating individualized learning experiences, and evaluating subsequent outcomes. We ground nursing education in the totality of the human experience through the study of the humanities, arts, and sciences within the scope of nursing practice. Believing students are partners in the educational process, we encourage learning by discovery, curiosity, clinical decision making, experience, reflection, modeling, collaboration and interactive participation. We model service to the College and community, celebrating inclusivity and the diversity of human beings.

We value the various educational levels within nursing, both baccalaureate and graduate, which includes masters and doctoral programs. The baccalaureate degree is the entry level for professional practice. Graduate nursing education prepares the professional baccalaureate nurse for advanced practice and expanded roles within the discipline. Our programs allow for transition from the entry level of nursing education to the terminal practice degree.

We believe caring is the foundational core of the nursing profession, and it is the energy present in empowering relationships. Caring for clients includes the ability to teach, lead and inspire individuals and groups toward optimal health and wellness. We, the faculty at Clarkson College, believe that caring is the essence of nursing and the most central and unifying focus for nursing practice. Our students are educated in the concepts of caring, client-centered care, teamwork and collaboration, evidence-based nursing practice, quality improvement, safety, informatics, and professionalism.

GRADUATE NURSING DEGREE PROGRAM OPTIONS

MASTER OF SCIENCE IN NURSING

The Master of Science in Nursing (MSN) program option offers five options for Graduate Nursing students: Family Nurse Practitioner, Adult Gerontology Acute Care Nurse Practitioner, Psychiatric-Mental Health Nurse Practitioner, Nursing Education, and Nursing Healthcare Administration. For nursing professionals who have already earned a graduate degree in nursing, each of these options may be completed as a post-graduate certificate.

MASTER OF SCIENCE IN NURSING END OF PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the degree requirements for the MSN, the graduate will demonstrate the ability to:

- Demonstrate the ability to engage in effective and caring communication with diverse individuals and groups to educate, inform, collaborate, and reflect.
- Apply complex and evidence-based nursing knowledge and experience to analyze and evaluate strategies and outcomes in health care and educational settings to inform decision making and/or problem solving.
- Promote the nursing profession by recognizing and engaging in competent, accountable, ethical, and holistic practice; caring and collaborative relationships; respectful interactions with diverse individuals and groups; and quality- and safety-based decision making.
- Utilize and evaluate health care information technology systems and processes for communication, decision making, management, and interdisciplinary collaboration to enhance health care delivery.
- Demonstrate the awareness of the unique characteristics inherent in all individuals, by appreciating similarities and differences and advocating for caring holistic nursing approaches.

PROGRAM OPTIONS

FAMILY NURSE PRACTITIONER

The goal of this program option is to educate nurses who wish to become advanced practice providers promoting health and providing care of the individual and family in primary care settings. Throughout this program option, the learner will develop an advanced nursing practice that encompasses concepts and theories related to nursing and health care, as well as recognized and evidence-based care standards to deliver family-centered care. The family nurse practitioner (FNP) assumes the role of educator, referral agent and advocate while providing care within an evolving health care system.

ADULT GERONTOLOGY ACUTE CARE NURSE PRACTITIONER

The goal of this program option is to educate nurses who wish to become advanced practice providers promoting health and providing care to adult and gerontological patients in acute care settings. Throughout this program option, the learner will develop an advanced nursing practice that encompasses concepts and theories related to nursing and health care and assume the role of educator, referral agent and advocate while providing care within an evolving health care system.

PSYCHIATRIC-MENTAL HEALTH NURSE PRACTITIONER

The goal of this program option is to educate nurses who wish to become advanced practice providers promoting health and providing care for patients in mental and/or behavioral health settings. The learner will engage in identifying key concepts and theories related to psychiatric-mental health nursing, strategies for communicating clearly with patients, and evidence-based treatment options or plans that meet the unique needs of each patient. The psychiatric-mental health nurse practitioner takes on the roles of educator, communicator and advocate while providing care within an evolving health care system.

NURSING EDUCATION

The goal of this program option is to educate nurses who wish to become academic or clinical nurse educators. The evidence-based curriculum offers students the opportunity to acquire information about teaching and learning theories and strategies, curriculum or program development, and evaluation or assessment strategies while fostering an ethical perspective. These learners will also encounter technologies used to deliver nursing education content and experiences, from classroom technologies to skills lab and simulation technologies. The nurse educator assumes the role of mentor, coach, guide and expert, nurturing student nurses and/or providing continuing professional development to registered or licensed practical nurses.

NURSING HEALTHCARE ADMINISTRATION

The goal of this program option is to educate nurses who wish to become nursing administrators (i.e., executives or managers). The curriculum encompasses systems, leadership and organization information, including theoretical models and concepts that are relevant to the role of nursing health care administrator. Learners will review and evaluate several health care settings and identify strategies to manage those areas. This program option prepares the learner to engage in evidence-based, data-driven decision making while pursuing high-quality health care that is safe, affordable and results in positive outcomes.

ROLE & PROFESSIONAL COMPETENCIES

[NLN - Core Competencies of Nurse Educators](#)

[NONPF - Nurse Practitioner Core Competencies](#)

[AONL – Nursing Healthcare Administration Core Competencies](#)

DOCTOR OF NURSING PRACTICE

The Doctor of Nursing Practice (DNP) program option provides Bachelor of Science in Nursing (BSN) and/or Master of Science in Nursing (MSN) prepared nurses with expanded knowledge and expertise to provide leadership in an evidence-based practice environment as an advanced practice registered nurse (APRN).

Currently, the College offers four BSN to DNP options and a Post-Master's option for APRNs. The BSN to DNP options build on the basic nursing knowledge of the Bachelor's degree-prepared nurse and provides advanced knowledge and clinical skills to enter the advanced practice registered nurse (APRN) role. The Post-Master's option is designed for the licensed, certified nurse practitioner and CRNA, and builds on the foundations of the advanced practice role.

DOCTOR OF NURSING PRACTICE END OF PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the degree requirements for the DNP option, the graduate will demonstrate the ability to:

- Translate research into practice utilizing interprofessional collaboration, clinical judgment, and leadership skills to engage with diverse individuals and interprofessional teams to improve patient and population health outcomes. (**Communication**)
- Apply evolving evidence-based practice, clinical judgement, and leadership to obtain optimal health promotion and disease management outcomes for individual patients, systems, and populations. (**Critical Thinking**)
- Analyze health care delivery models using scientific data to develop, implement and evaluate health promotion and disease prevention strategies to address gaps in care for population health, advocate for social justice and ensure equitable and inclusive care for diverse populations. (**Diversity**)
- Demonstrate leadership through collaboration to inspire innovative ideas to improve health care outcomes while fostering self-reflection, ethical practice, and lifelong learning. (**Professionalism**)
- Utilize and evaluate health care information technology systems and processes for communication, decision-making, management and interdisciplinary collaboration to improve the quality and safety of health care delivery. (**Technology**)

PROGRAM OPTIONS

POST-MASTER'S DNP

This option builds on the foundations of the advanced practice nursing role for certified nurse practitioners and CRNAs. Throughout the program option, students will solidify their patient care knowledge and enhance their leadership and communication skills to assist them in leading interprofessional teams. Refer to the Academic Catalog for all degree options and course listings.

BSN TO DNP

The BSN to DNP program option offers four specialties: Family Nurse Practitioner, Adult Gerontology Acute Care Nurse Practitioner, Psychiatric-Mental Health Nurse Practitioner and Nurse Anesthesia.

BSN-DNP (FAMILY NURSE PRACTITIONER, ADULT GERONTOLOGY ACUTE CARE AND PSYCHIATRIC-MENTAL HEALTH)

With each specialty option, the student is required to complete a minimum of 71 credit hours, which includes the DNP core, specialty courses and required elective courses, as applicable. Refer to the Academic Catalog for all degree options and course listings.

BSN TO DNP (NURSE ANESTHESIA)

With this specialty option, the student is required to complete a minimum of 89 credit hours, which includes the DNP core and specialty courses, as applicable. Refer to the Academic Catalog for degree option and course listings.

ROLE & PROFESSIONAL COMPETENCIES

[NONPF - Nurse Practitioner Core Competencies](#)

[COA – Nurse Anesthetist Graduate Standards \(starting p. 17\)](#)

GRADUATE NURSING PROGRAM REQUIREMENTS

EMPLOYMENT

All Graduate Nursing students, with the exception of Nurse Anesthesia students, are required to work as a registered nurse (RN) throughout the program and provide proof of employment annually in CastleBranch.

COURSE COMPLETION

All Graduate Nursing students must complete their program of study at Clarkson College within 7 years, which includes time spent on leave of absence. Students who do not complete within 7 years must reapply for admission. Students who are on a leave of absence are required to meet with their academic advisor during their leave to discuss their plans for the next semester. Please refer to Course Completion Policy AA-17 and Leave of Absence Policy AA-30 in the online Academic Catalog.

GRADUATE COURSE PREREQUISITES

As with any program, core and specialty courses have prerequisites. The prerequisites are part of the course description and can be found in the [Academic Catalog](#).

GRADE REQUIREMENTS & GRADING SCALE

Graduate Nursing students are required to maintain a cumulative grade point average (CGPA) of at least 3.0 for successful completion of the program of study. Graduate Nursing students who fail to maintain a CGPA of at least 3.0 in any given semester will be placed on academic probation. A course grade of "C," "D," "F," or "NP" reflects failure of the course, and the Graduate Nursing student will be required to repeat the course.

The following grading scale is used in all graduate courses. There is no "rounding" up of grades or scores in the Graduate Nursing program/options.

A+*	100% – 98%	B+	89.99% – 86%	C	79.99% – 70%	* An A+ is only reflected on the transcript, it does not get calculated as such into the GPA.
A	97.99% – 94%	B	85.99% – 83%	D	69.99% – 60%	
A-	93.99% – 90%	B-	82.99% – 80%	F	< 59.99%	

PASSING GRADE FOR THE COURSE

1. Graduate Nursing students must earn a minimum exam average of 80% in all courses where exams are part of the required course work. Note: CRNA students should refer to their handbook and/or course syllabi for information about exam average.
2. Prior to the final course grade calculation, the course faculty will calculate each student's exam average.
3. Graduate Nursing students who do not earn the minimum 80% exam score average will receive their exam score average as a final course grade. The scores of graded, non-exam coursework will not be included in calculating the final course grade.
4. When the exam score average is 80% or more, the Graduate Nursing student's final course grade will be calculated using all graded course work.
5. Percentage grades will not be rounded (i.e., a 79.98% will not be rounded to 80%).

Graduate Nursing students who earn a course grade below B- must repeat that course. Graduate Nursing students, with the exception of Nurse Anesthesia students, must repeat any course with a grade below B-, and they are not allowed to repeat a course more than one time. Graduate students who receive a grade of "C," "D," "F" or "NP" in a total of two courses will be dismissed from the program. Nurse Anesthesia students should refer to their program policies related to final course grades.

A student may Withdraw Fail (WF) from any course. After receiving a WF in a course, the student must repeat the course for a grade.

A student may Withdraw Fail (WF) from only two courses during his/her current program of study. A Withdraw Fail (WF) from a third course will result in dismissal from the Graduate Nursing program. See Policy AA-2 in the online Academic Catalog.

Ultimately, it is the student's responsibility to track their academic progression. The course faculty and Graduate Nursing Academic Advisors will make every effort to keep the student apprised of their status; however, given the short turnaround between courses, formal communication regarding progression may not occur until after the start of the next course. Any questions may be directed to the course faculty and or the student's Graduate Nursing Academic Advisor.

Graduate Nursing students who are not passing any graduate level course at the midpoint of the semester will receive an email from the faculty and or the Graduate Nursing Academic Advisor.

WRITTEN EXAMINATIONS

Examinations are given in specific courses to prepare the student for certification board exams using the certification examination design/approach. All examinations are administered online, are timed, and are administered one question per screen. Exams are administered using LockDown Browser and a webcam for testing surveillance.

Nurse Anesthesia students should follow their department's policy/-ies related to test-taking/examinations.

Using LockDown Browser and Webcam for Online Testing

Exams in specific courses will **require** the use of LockDown Browser and a webcam for online testing. The webcam can be built into the student's computer or can be the type that plugs in with a USB cable. Watch this [short video](#) to get a basic understanding of LockDown Browser and the webcam feature. A student [Quick Start Guide](#) is also available. Next, download and install LockDown Browser from this link: <https://download.respondus.com/lockdown/download.php?id=959950603>

Quizzes and Examinations

Reproduction of any quiz or exam item (e.g., screen shot, picture with cell phone, copy/paste, printing) is strictly prohibited and deemed a violation of the College Academic Integrity Policy (SW-25) and the College Code of Conduct Policy (SW-18) in the online Academic Catalog.

No group testing is allowed.

It is the student's responsibility to find a quiet place with a reliable internet connection where you will not be disturbed. Students are also required to perform an environmental check prior to beginning the exam via LockDown Browser.

Environmental Scan/Check

When taking exams, students are required to perform a thorough environmental scan of the area where the exam is taken. An incomplete scan may result in an academic integrity violation. The student is required to make sure the area around his or her computer is clear of everything, i.e., all papers, books, phones, etc. The student should slowly tilt/pan the computer's webcam to show the entire testing area, including the whole desktop on which the computer stands.

Students will **be required** to:

1. Take exams somewhere that offers a strong and reliable internet connection or to use an ethernet cable to avoid disruptions.
2. Take exams in an area with sufficient lighting.
3. Complete the ***entire environmental scan; see above. Follow all directions of environmental scanning as directed.***

Quizzes

- Quizzes will be administered online and may or may not use Lockdown Browser and a webcam.

Examinations

- Examinations will be administered online using Lockdown Browser and a webcam. All Graduate Nursing exams will be available to students for a 4-day period, beginning on Thursday at 12:01 a.m. and closing on Sunday at 11:59 p.m. Exception to the dates may be if the final exam of the semester is held during finals week although only open for a 4-day period.
- All exam dates (i.e., open day/time and close day/time) will be provided to you at the beginning of the semester in the course calendar, course syllabus and elsewhere as necessary (e.g., announcements in Canvas). Students are expected to plan and complete all exams within the timeframe designated. Rare exceptions will only be made for serious life events. Each case will be considered individually by faculty.

Exam Format

- All exams will be formatted similarly: one question at a time.
- Students will have a specific length of time to complete the exam and be allowed one attempt.
- Students will be allowed 90 seconds per exam item, and the length of time will be determined by the number of items on the exam.

Exam Follow-up with Individual Students

Students who wish to meet with course faculty for individual exam follow-up may request a meeting, the meeting will not be to review the exam itself nor looking at your specific results. Please come prepared to have a reflective and professional discussion.

LATE ASSIGNMENTS

All assignments are due by a designated date and time. (This includes written work, online discussions, or presentations; any required course work activity.)

- An assignment submitted within 24 hours after the designated deadline will earn 50% of the total points earned.
- An assignment submitted more than 24 hours after the designated deadline will earn no points.
- All course work (i.e., assignments) must be completed and submitted for the Graduate Nursing student to receive a final grade for the course.

Note: To avoid a late assignment, students may request an extension on an assignment prior to the due date. Extensions may be requested for life events, i.e., prolonged personal or family illness, emergencies, and other unexpected events. These requests will be considered by the faculty member on a case-by-case basis and may be granted at the discretion of the faculty member when he or she is notified ahead of the assignment deadline. Faculty members will not grant extensions for (a) the student's planned travel/vacation, (b) conflicts with the student's work schedule, or (c) the student's ineffective time management.

EVALUATION METHODS

A variety of evaluation methods are used in Graduate Nursing courses (e.g., exams, discussions, quizzes, scholarly papers, Zoom meetings, journals, SOAP Notes, case studies, simulations, clinical logs). All assignments must be completed for successful completion of the course. **Failure to complete all assignments can result in failure of the course.**

INCOMPLETE GRADE FOR A COURSE

Per Policy AA-10 (Incomplete Grades) in the online Academic Catalog, assignment of an incomplete (or “I”) grade comes at the discretion of the course faculty member and Program Director. Graduate Nursing students who are passing a course may be assigned a final grade of “I” if some portion of the required course work and or clinical/practicum hours remains unfinished or if there is an academic integrity issue under review.

An Incomplete Grade Form must be completed and signed by the course faculty member, identifying the reason requesting an incomplete, the specific course work the student must complete to receive a final course grade, and the date by which the required course work must be completed. Graduate Nursing students who receive an incomplete grade during the semester in which they have applied for graduation must complete the required course work by Census Day of the following semester.

Note: An incomplete grade must be removed within the time designated by the course faculty member or the “I” will automatically convert to a grade of “F.”

EDUCATIONAL CONTRACTS

The Graduate Nursing department uses educational contracts for student accountability in any of the following circumstances:

- Low or diminishing participation in course(s),
- Sub-par time management practices,
- Inconsistent communication with faculty, or
- The student is in jeopardy of not passing a class.

These educational contracts will be between the student, faculty, and Program Director. These contracts are not intended to be punitive but serve as a tool to help you be successful in Graduate Nursing courses.

HEALTH & SAFETY REQUIREMENTS (POLICY SW-7)

Clarkson College is committed to providing a safe and healthy environment for all members of the campus community, our students, and the patients that our students interact with. To protect themselves and others, it is essential for Graduate Nursing students to complete the specified health and safety requirements according to the program of study.

These health and safety requirements must be completed upon admission to the College. Information will be provided upon formal acceptance into the program. At that time, an online CastleBranch account will be created to verify and track these requirements. In addition to the initial requirements, there are annual requirements. CastleBranch will send reminders to the student’s college email when items are due or require attention. Compliance with these requirements is at the expense of the student and non-refundable. These requirements include, but are not limited to, background check, drug testing, immunizations, proof of immunity, certification, and employment requirements. These may be required by the college or clinical agency, with or without cause.

All required documents must be kept current/up-to-date and submitted in Castle Branch. Students who fail to ensure their Castle Branch accounts up to date run the risk of receiving a zero/no credit for the assignments submitted within their Canvas course(s) if all requirements are not current/up-to-date.

Failure to complete or update these requirements will suspend eligibility for clinical participation until compliant. If students complete any clinical hours during non-compliance, hours will not count towards class requirements.

Any questions regarding these requirements or this process may be directed to a Graduate Nursing Clinical Program Administrator or the Graduate Nursing Academic Advisor(s).

See Health & Safety [Health & Safety | Clarkson College](#)

GRADUATE WEEKEND

A **required** on-campus learning experience is required for nurse practitioner students during the semester the student is enrolled in their initial clinical course, NS 830, for evaluation and verification of core clinical skills. Information related to Graduate Weekend can be found in the NS 830 course syllabus or through the clinical faculty (see the [Academic Calendar](#) for dates). Failure to attend the entire Graduate Weekend will result in failure of the course.

NOTE: NRS 830 students are **NOT ALLOWED TO BEGIN CLINICAL HOURS** until they have successfully completed the physical assessment check-off during Graduate Weekend. Students who do not successfully pass the check-off on the second attempt at Graduate Weekend will fail NS 830 and be required to repeat the course.

SERVICE-LEARNING REQUIREMENTS

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Through service-learning activities, Graduate Nursing students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity, and Excellence.

Service learning is integrated into designated courses as a component of the program of study. Successful completion of service experiences is required to pass the designated service courses. All service courses are noted with a .

INTERPROFESSIONAL EDUCATION (IPE) and INTERCULTURAL DEVELOPMENT INVENTORY (IDI)

Interprofessional education (IPE) promotes teamwork and improves collaborative skills for positive health care outcomes. Clarkson College students optimize their roles within an interdisciplinary team by completing IPE 301, an online, 0-credit course that all incoming degree-seeking students must complete before graduation. The five-module course is designed to provide an overview of health care professionals' roles and responsibilities. The first four online modules focus on teaching effective communication, collaboration and leadership skills that promote teamwork within an interdisciplinary health care team setting. The fifth module requires students to put their interprofessional skills into practice by participating in three IPE activities before graduation. IPE 301 allows students to practice providing ethical, client-centered care while understanding the importance of personal accountability and professionalism.

As part of IPE, degree-seeking students will complete an Intercultural Development Inventory (IDI) assessment during their first semester and another during their final semester. The IDI is a cross-culturally valid and reliable assessment of intercultural competence, which IDI, LLC, defines as "the capability to shift perspective and appropriately adapt behavior to cultural difference and commonalities." Students will

debrief with an internal Qualified Administrator (QA) during their first semester to receive their individual results from the first IDI assessment and have the option to complete a second debrief during their final semester. Engaging with the IDI highlights the Student Success Skills of Diversity, Critical Thinking, and Communication.

GRADUATE NURSING & NURSING CONTACT HOURS

Clarkson College Professional Development is an approved provider of continuing nursing education by the Nebraska Nurses Association (NNA), an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation (ANCC).

In accordance with ANCC/NNA guidelines, 15 nursing contact hours are awarded per each semester credit hour of study earned. Nursing courses are covered; however, other subject matter is at the discretion of the State Board of Nursing under which an individual is licensed. For example, Nebraska coding courses cannot be submitted for continuing nursing education toward licensure renewal. State Boards of Nursing often have a listing of "acceptable subject matter" listed on their websites.

Most states will accept a copy of a college transcript as proof of completion of a credit course being submitted for continuing nursing education credit. If that is not enough, after validating course completion with the Registrar, the Professional Development department can issue a letter specifying the courses, credit hours earned and equivalent nursing contact hours.

GRADUATION REQUIREMENTS

You are responsible for completing the online Graduation Application ([LINK TO APPLICATION](#)). The completed application must be submitted to the Registrar's office one semester **prior** to the semester of graduation according to the following timeline:

- a. No later than the 10th week of the fall or spring semester or
- b. No later than the 4th week of the summer semester prior to the semester of graduation

NOTE: Submitting the Graduation Application will automatically initiate a graduation audit by the Registrar's office.

Students must meet the following requirements for graduation to be eligible for the awarding of a certificate and/or degree:

1. Candidacy for graduation has been approved
2. All academic requirements have been met
3. Financial obligations have been met (i.e., You must register and pay for all deficient course work before participating in the graduation ceremony)

Students who do not qualify for graduation by Monday of the week of graduation (5 days prior to commencement) will be notified by their Program Director.

The Registrar's office will not send information to or correspond with any licensing agency, certification program or credentialing center regarding program completion until **all of the above** obligations are met.

A signed diploma will be issued to the candidate upon verification of successful completion of all course work and when all financial obligations have been met.

ACADEMIC RESOURCES

You should make use of resources and procedures as you progress through the program. Some are listed below, though a full list of resources can be found on the Clarkson College website under [Graduate Nursing Resources](#).

CLARKSON COLLEGE CATALOG

You should refer to the current edition of the Clarkson College [Academic Catalog](#) (published annually). The catalog includes academic and other policies as well as academic information, required service hours, student financial services, online education information and student services pertinent to Graduate Nursing courses.

ACADEMIC CALENDAR

Clarkson College publishes academic calendars 2 years in advance. These calendars are found in the [Academic Catalog](#).

GRADUATE NURSING ACADEMIC ADVISORS

All Graduate Nursing students will be assigned a Graduate Nursing Academic Advisor as they begin coursework at Clarkson College. Graduate Nursing students are responsible for making an appointment with their designated Academic Advisor **prior to the first semester** to discuss registration, degree option, and course sequence. A course sequencing plan will be developed by the Academic Advisor to assist each student in the registration process. **Each subsequent semester**, students are expected to contact their Academic Advisor to discuss the upcoming semester and courses, including authorization to register for classes. The Academic Advisor will not authorize registration until students have contacted them. Please contact the Academic Advisor if at any time questions arise about the sequence plan, adding or dropping courses, or taking time off (i.e., leave of absence [LOA]). All students may contact the Academic Advisor via phone, e-mail, or by setting up an individual appointment through Calendly. Graduate Nursing Academic Advisors, along with the Graduate Clinical Program Administrator and Compliance Office, oversee DocuSign, Typhon, My Clinical Exchange, and health and safety.

FINANCIAL AID

Clarkson College Federal School Code: 009862

The mission of the Student Financial Services department is to provide education, counseling and support services designed to assist students and their families in financing their education at Clarkson College.

Clarkson College is committed to providing access to financial assistance for qualified students who, without such aid, would be unable to attend college. Financial assistance includes scholarships, grants, loans and part-time employment, which may be offered to students in various combinations, depending upon the student's degree of financial need. Financial need is determined by comparing results of the Free Application for Federal Student Aid (FAFSA) with the total estimated cost of attendance for the academic year. Financial aid received from Clarkson College is intended to supplement student and family resources.

Please visit the [Financial Aid](#) section of the College website for more information about financial services.

STUDENT SUCCESS CENTER

The [Success Center](#) provides College-based resources and support services to Clarkson College students, including online students. The Success Center operates under the philosophy that all students, regardless of previous success, can and should become better learners.

NETTUTOR

NetTutor is a professional tutoring service that can support the student's efforts with some of the topics for which we do not have peer tutors (e.g., Graduate Nursing Statistics). The link to NetTutor is in all Canvas courses; click on it to connect with a tutor. Some tutors are available on demand 24/7, while students will need to schedule a session with others.

STUDENT SUCCESS GUIDE

The Student Success Guide (SSG) is a Canvas-based module that leads students through an introduction to the College as well as the online learning management system, Canvas. The SSG provides instructions on how to use the platform and helps students develop skills to prepare for your online educational experience.

Graduate Nursing students are required to complete and submit proof of completion within the initial academic semester.

ACCOMMODATIONS

Clarkson College is committed to equal access to educational opportunities to otherwise qualified students with disabilities. Eligibility must be established before services can be provided and accommodations are not retroactive. You are encouraged to register with the accommodations office as early as possible after matriculation and are responsible for informing their faculty members when/if they are approved for accommodations. Students can obtain more information about disability services and requirements by referring to the [Accommodations](#) webpage, refer to [Policy SW-2](#), contacting the Accommodations Coordinator at 402.552.6285 or emailing accommodations@clarksoncollege.edu

ELL EXTENDED TESTING TIME RESOURCE

English language learner (ELL) students are a diverse group of students whose primary language is not English. As ELL students continue to learn the English language, we recognize that translation during testing can pose a barrier. Therefore, if a student is an ESL student, Clarkson College offers extended time (1.5x) to take quizzes and exams in several courses. Enrolling in this resource will have no negative repercussions for any student. Please speak with the course instructor to enroll in this resource.

MY PATH

My Path is an online guidebook created to ease new students' transitions as a new student at Clarkson College. The guidebook gives online students a digital overview of where to begin and what to expect as a new student in the Graduate Nursing program. Visit [My Path](#) to become familiar with the information.

ONLINE CAMPUS: CANVAS

Clarkson College will maintain an online presence. All courses will be accessed through the Clarkson College website under Resources For > Online Campus > Canvas. Tech support for courses offered in Canvas will be available 24/7 via the Help icon within the Canvas platform.

COURSE SYLLABI

All Graduate Nursing course syllabi are posted in the online Canvas course. On the first day of the semester, students will be able to access online course(s) within Canvas. It is each student's responsibility to access each course site, download and review the syllabus and course calendar for each course in which he or she is registered that semester.

CERTIFICATION RESOURCES

[American Academy of Nurse Practitioners \(AANP\) Certification Board](#)

- Family Nurse Practitioner (FNP)

[American Nurses Credentialing Center \(ANCC\) Certification Program](#)

- Adult Gerontology Acute Care Nurse Practitioner Certification (AGACNP-BC)
- Family Nurse Practitioner Certification (FNP-BC)
- Psychiatric-Mental Health Nurse Practitioner (Across the Lifespan) Certification (PMHNP-BC)

[National League for Nursing \(NLN\)](#)

- Nurse Educator

[American Organization for Nursing Leadership](#)

- Certification in Executive Nursing Practice
National Board of Certification and Recertification for Nurse Anesthetists ([NBCRNA](#))
- Nurse Anesthesia

Nurse practitioner students must pass a certification examination in order to practice. At present, there are two (2) certifying bodies: the American Nurses Credentialing Center (ANCC) and the American Association of Nurse Practitioners (AANP).

ANCC certifies Family NPs, Adult-Gerontology Acute Care NPs, and Psychiatric-Mental Health NPs. AANP certifies Family NPs as well as Psychiatric-Mental Health NPs.

Nurse anesthesia students must pass a certification examination in order to practice. The National Certification Exam (NCE) is administered by the National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA).

REGISTRATION POLICIES

REGISTRATION

Registration will be processed by the student on MyCC which is the web-based registration system for Clarkson College. All students must contact their assigned Graduate Nursing Academic Advisor prior to registering for courses. **Registrations cannot be processed without an advisor's authorization.**

REGISTRATION STOPS

Registrations will not be processed if the student has a registration stop. Reasons for registration stops are usually related to parking or Student Financial Services (Business and Financial Aid). To avoid registration delays, clear any stop prior to registration.

Students planning to register for a clinical/practicum course will not be authorized to register until the Nurse Practitioner Clinical Agreement Form, Nurse Education Preceptor Agreement Form, or Nursing Health Care Administration Preceptor Agreement Form is complete and **submitted**. Each program option (i.e., NPs, Nurse Educator or Nursing Administration) has a specific form. This form is located on the College website:

[Graduate Nursing Resources | Clarkson College](#)

REGISTRATION AVAILABILITY

My CC is available 24 hours a day. However, registration assistance is only available Monday through Friday from 7:30 a.m. to 4:30 p.m. (CST). Students who require registration assistance should contact the Registrar's office during normal business hours at 402.552.3033.

WAITLISTS

Waitlists are available for all course sections that has reached its maximum capacity. If you are on a waitlist and the course section opens, you will be notified by Clarkson College email **one time**. After this email notification, you have 72 hours to register for the course section. Since there is no guarantee that a course section will open, the student should register for another section, if available. The Program Director will monitor the waitlists to determine the need to open another section.

NOTE: If the student identifies conflicts in any required courses, he or she should contact the Graduate Nursing Program Director or his or her Graduate Nursing Academic Advisor.

CHANGE OF REGISTRATION

The student may change his or her course schedule (i.e., drop and add courses) on MyCC during the registration dates posted on the College website. Once this date has passed, the student will need to complete an electronic [Change of Registration](#) form. This form will be submitted to your Graduate Nursing Academic Advisor and the Registrar's office for approval.

REGISTRATION INSTRUCTIONS

Instructions are available in MyCC.

ADDING/WITHDRAWAL

A student may add a course(s) to their current schedule through the first five (5) days of instruction in a semester or prior to the second-class meeting in a short term and are responsible for all late registration fee charges or other expenses. After the designated time, the approval of the instructor and the Program Director of the course(s) are required. See Policy AA-32 in the Academic Catalog.

Students must withdraw by a specified day, depending upon the length of the course. Students can withdraw up through:

- The last day of the 14th week of a 15-week course
- The last day of the 11th week of a 12-week course
- The last day of the 6th week of a 7.5-week course
- The last day of the 5th week of a 6-week course

Students may not withdraw from courses during the last week of any course, under any circumstances.

It is the student's responsibility to:

- Initiate a Change of Registration form with your academic advisor or Program Director, and
- Complete and submit the necessary Change of Registration form to the appropriate academic advisory, who will submit the form to the Registrar's office. See Policy AA-3 in the Academic Catalog.

Failure to complete the Nurse Practitioner Clinical Agreement Form, Nurse Education Preceptor Agreement Form, or Nursing Health Care Administration Preceptor Agreement Form by the end of the first week of a clinical/practicum course may result in your being withdrawn from the course. You and the course faculty should discuss options for course continuation.

RELOCATION

Current and prospective students who begin an online program while residing in a state in which Clarkson College is authorized to offer online programs need to be aware that moving to a state in which the College is not authorized to offer that program may have negative consequences. The Graduate Nursing program maintains authorization in several states, with a complete list on the Clarkson website. While the Graduate Nursing program attempts to maintain authorization in all states where its students reside, students who move to a state in which the Graduate Nursing program is not authorized may result in the loss of eligibility for certain forms of financial aid and/or in the student's inability to complete the academic program. See State Authorizations and Licensure Information on the website. In addition, students may not complete any clinical/practicum hours in states in which the Graduate Nursing program is not authorized.

PROGRAM ATTENDANCE & NON-ATTENDANCE (POLICY AA-63)

Graduate Course Attendance

The school must demonstrate that the student has remained in academic attendance through a specified point in time. Clarkson College is classified as an institution that requires attendance to be taken throughout the semester. The last attendance date is the unofficial withdrawal date for federal funding. The Financial Aid and Scholarships Office will monitor the attendance of federal funding recipients weekly and notify the student via email after two (2) consecutive missed class periods. A return to Title IV fund calculation will be performed if the student does not return to class within five (5) business days (not including holidays or breaks). Any unearned federal aid must be returned to the Department of Education within forty-five (45) days after the last date of attendance.

Students must attend all classes (on-campus/online) in which they are enrolled and follow the attendance policies of individual programs as specified in the course syllabus. Each program determines specific attendance policies to ensure regular and substantive interaction between faculty and students. Students in skills laboratory courses, clinical courses, practicums, and internships are required to attend. Classes may be made up within the same semester at the discretion of the faculty. In those cases where a crisis (as identified by the course faculty) has occurred, all appropriate Clarkson College parties should

Per 34 CFR 668.22, the determination of the student's last date of attendance must be based on an academically related activity, as documented by the school. The school must verify that the activity is academically related, and that the student attended it.

Academic attendance and attendance at an academically related activity include, but are not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students.
- Submitting an academic assignment
- Taking an exam, an interactive tutorial, or computer-assisted instruction
- Attending a study group that the institution assigns
- Participating in an online discussion about academic matters • Initiating contact with the course faculty to ask a question about the academic subject studied in the course.

Activities where a student may be present but not academically engaged include:

- Living in institutional housing
- Logging into an online class without active participation
- Participating in academic counseling or advisement

STUDENT ATTENDANCE PROCEDURES

1) Faculty are expected to inform students in writing of Clarkson College attendance policies in all their course syllabi.

- 2) Each faculty member must take daily/weekly attendance in all theory, lab, clinical, and online class sessions.
- 3) Faculty are expected to report attendance via MyCC weekly.
- 4) The Financial Aid and Scholarship Office will monitor attendance. For students receiving federal funding, if the student does not return to class within five (5) business days (not including holidays or breaks) after missing two (2) consecutive class periods, an R2T4 calculation will be performed. Any unearned Title IV aid will be returned to the Department of Education within forty-five (45) days of the last date of attendance.
 - 5) The email notification to students will include specific classes missed and potential consequences. The student will be advised to contact the faculty member immediately to regain continuity of class requirements. Failure to do so may result in course failure, possible administrative withdrawal/dismissal from the program, and return of federal funds.
- 6) The Instructor, Program Director(s), Course Program Director, and Academic Advisor will be copied on the email sent by Financial Aid to the student.
- 7) The Program Director or Academic Advisor will attempt to email or call the student after class non-attendance notification. If no communication is returned, a follow-up phone call to the student's emergency contact may be completed for the well-being of the student. No academic information will be shared with the contact outside of FERPA guidelines.

PROGRAM COMMUNICATION & EMAIL

Graduate Nursing students are expected to check College email at least every 2 business days (if not every day). Return communication by the student to the faculty member or other College representative is expected within 2 business days with the exception of holidays and College breaks.

SEVERE WEATHER POLICY (POLICY OG-4)

All Graduate Nursing courses are offered online, and students should proceed according to the course calendar. In the event the student may come to campus, the following policy is in effect.

The decision to close Clarkson College due to adverse weather conditions will be made by the College President or his/her designee. The decision to close will consider the severity of the forecasted weather, the potential threat to the safety and well-being of students and employees, and the ability of the physical plant to operate.

Cancel classes, College closed

If the weather overnight is severe, warranting closing, the notification of closure will be made prior to 5 a.m.

- Canceling all academic and professional development classes
- Clinical students (within the area affected by the severe weather conditions) should follow the program specific weather closing policy, if applicable.
- College personnel (staff and faculty) will not be required to report to work.

If the closing occurs during the day, classes will be dismissed, and clinical students (within the area affected by the severe weather conditions) should follow the program specific weather closing policy, if applicable.

If the weekend weather is severe, the decision to cancel any activity is at the discretion of the Directors. Activities may include Community Advancement classes, Student Activities, Graduate Weekend, and clinicals.

COMMUNICATION PLAN

- Institutional Advancement & Communications and Facilities will:
 - Contact the media,
 - Update the RAVE alert system,
 - Update the College website,
 - Place a message on the main phone line,
 - Send an all-campus electronic communication, which will include all students, and
 - Update any social media utilized by the College for communication.
- Faculty or student (if designated by the faculty) will be responsible for making sure their clinical sites have been informed of the closing.
- The Director of Facilities will notify Public Safety that the campus is closed.

STUDENT ID AND DRESS CODE POLICIES

STUDENT ID

Student ID badges must be obtained during the Graduate Nursing student's first academic semester. Students who have a name change or lose their badge may replace their original badge using one of two other methods: 1) email or 2) procuring badge when you are on campus during the first Graduate Weekend. There is a fee for lost badges. See Policy SS-10 in the Academic Catalog.

To obtain a student ID, each student should send an email with his or her name and a digital photo (i.e., professional attire, solid background, head and shoulder shot) to studentid@clarksoncollege.edu. All student ID badges will be mailed to the Graduate Nursing student's current address on file with the College.

While in the clinical practice area or participating in any practicum, students are required to wear their Clarkson College identification badge and abide by the Graduate Nursing Student Dress Code. Preceptors will be asked to evaluate the student's attire according to the dress code as part of their appraisal. The dress code is as follows.

DRESS CODE

Graduate Nursing students represent not only Clarkson College, but also the professional image of nursing.

To uphold this image in the clinical/practicum setting, Graduate Nursing students are required to be well groomed and dressed to reflect a professional image. Student appearance must also comply with clinical agency dress codes. Appropriateness is at the discretion of the preceptor and site. Clinical site employees reserve the right to

dismiss a student from a clinical/practicum site based on unprofessional or inappropriate dress/behavior. Student identification must be visible at all times in chest area.

The following are minimum expectations of the personal appearance of a Clarkson College Graduate Nursing student:

1. **Hair:** Students must have human colored hair. Extreme looks such as multiple colors; extremes in bleaching, dyeing, or tinting; or shaved eyebrows are not appropriate. Hair must be clean and pulled back from the face so as not to fall forward while giving patient care. Beards or moustaches for men will be neatly trimmed.
2. **Makeup:** If worn, makeup should be conservative and not detract from the attire, uniform, or work environment and must reflect a professional image.
3. **Nails:** Need to be smooth, of a moderate length and clean. Artificial nails, nail polish/products are not to be worn by anyone with responsibility for hands-on patient care, as they are an infection control risk.
4. **Jewelry:** Decorative jewelry is to be conservative and not detract from the attire or work environment and must not pose a safety/infection risk. Jewelry should be minimal. Students are allowed:
 - No more than one ring per hand (unless otherwise stated by the clinical agency). Plain-type wedding bands are preferred.
 - No piercings on the body are permitted with the exception of one post/stud type earring on the lower ear lobe.
 - Body piercings (other than the one piercing allowed in the lower ear lobe) will be removed for all clinical settings and experiences. Covering up body piercings with Band-Aids or other types of concealing methods (i.e., clear spacers, retainers, or make-up) are not permitted. This includes surgically implanted jewelry.
 - One small necklace that fits snug to neck or can be tucked into a shirt or blouse is permitted. Dangling necklaces are a safety issue.
5. **Aftershave, cologne, and perfume:** Will be applied sparingly, as patient's sensitivity to scents/odors must be considered at all times.
6. **Tattoos:** Tattoos located on the face and neck are not allowed. Tattoos must not be offensive or cause distress to the patient or public and are not allowed. The final decision if a tattoo is allowed is up to the policies of the clinical facility.
7. **Personal cleanliness:** Daily attention to one's personal hygiene is an extremely important component of your overall image. Students will maintain a high level of personal hygiene. Your breath and clothing/lab coats must not smell of smoke.

NOTE: If a student chooses to wear piercings that are not visible (i.e., under the required clinical attire), Clarkson College will not be liable for injuries that may occur.

CLINICAL ATTIRE

- All NP students are required to wear a white lab coat with current student ID badge worn in the chest area.

PRACTICE OR PRACTICUM ATTIRE (DNP, NHCA, OR NURSE EDUCATOR)

Clothing appropriate to the practicum site, such as

- Business attire or business casual as directed by site.
- Visible current student ID badge

GENERAL STUDENT INFORMATION

NETIQUETTE GUIDELINES

To carry out its mission, the College expects students to use the internet, learning management system (Canvas), and email in a professional manner. Activities that may be acceptable on the student's private email or internet account may not be acceptable when using your Clarkson College-account(s). It is the right of the College to require all students' ethical use of these electronic tools. It is the student's duty to follow both netiquette and the policies governing their use. The purpose of netiquette guidelines is to clarify standards and acceptable etiquette for all electronic communication between the faculty and the student and/or student to student throughout the duration of the course. Please review <http://albion.com/netiquette/corerules.html> for netiquette guidelines.

ZOOM ETIQUETTE [FOR ALL PARTICIPANTS]

Failure to abide by these guidelines may result in a Code of Conduct (Policy SW-18) violation.

- Ensure your technology is working correctly before the session.
- Turn ON your camera.
- Mute your microphone when not speaking.
- Be on time (late arrival and/or early departure will be noted by faculty).
- Sit in a quiet place with good lighting and no distractions (e.g., no children, pets, others in the background, etc.).
- Wear appropriate clothing.
- Sit tall during the session.
- Focus. Do not text, e-mail, or eat while in the session. If the meeting needs to happen during your break, you may briefly turn off the camera, but it is expected to have the camera on for the duration of the meeting.
- Stay for the entire session.
- Wait for your turn to speak. (Consider using the raised hand function within the Zoom application.) In large groups, use the chat function to ask questions.

PETITION TO RECEIVE TRANSFER CREDIT, PREVIOUSLY COMPLETED GRADUATE COURSES OR GRADE/COURSE OUTCOME

A petition for reconsideration asks that an exception to a decision or policy be made because of extenuating circumstances. See Student Petition for Reconsideration Policy SW-22 in the Academic Catalog.

Petitions may be used to resolve disputes between an individual and the College over issues such as grades, billing, financial aid, terms of employment, or other similar disputes, or to review events or circumstances that have occurred in an individual's particular relationship with an institution.

Procedure

1. All petitions for reconsideration must be submitted on the Petition for Reconsideration form to the Registrar's office within one semester following the incident and should be thoroughly completed with evidence.
2. The Registrar's Office will convene a committee meeting within 5 business days of receipt of the Petition for Reconsideration Form. The committee formed will include the individual(s) being petitioned, and a representative from the Registrar's Office.
3. The decision regarding the petition for reconsideration will be made at that committee meeting.
4. The Registrar will notify the petitioner of the decision via their Clarkson email and will also send notification to all involved parties within 5 business days.

5. If after receiving the results the petitioner still believes the decision is inequitable, a new petition for reconsideration may be filed to the **next level of authority** as stated on petition form (within 14 business days). The above procedure will be used at the next level of authority.
6. If the student is not satisfied with the decision of the Petition for Reconsideration, the final step is petitioning the appropriate Vice President or the Vice President of Finance within 14 business days of the Petition for Reconsideration decision.
7. The appropriate Vice President or Vice President of Finance will respond within 5 business days. Decisions made by the Vice President or Vice President of Finance shall be final.

Per Policy AA-28 (Credit Hour Residency Requirement), all Graduate Nursing students may petition to apply up to nine (9) credits of graduate classes previously completed with a grade of “B” or higher at another institution. It is at the discretion of the Program Director if these transfer hours are applicable. To have previous course work evaluated for transfer credit, the student must complete and submit a **Petition for Reconsideration** form (available from the Registrar’s office at 402.552.3033 or on the [Clarkson College website](#)).

Submit the Petition for Reconsideration form to the Registrar. On the Petition for Reconsideration form, you should specify the course names or title(s) that are to be considered for transfer. In addition, you need to include the specific Clarkson College required course name(s) or title(s) that the student believes is comparable to the completed courses. A course description and copy of the course syllabus for **each** course to be evaluated for consideration of transfer credit must accompany the completed petition. These materials must be submitted to the Registrar as soon as the student has been accepted into the program.

ACADEMIC INTEGRITY

Clarkson College views academic integrity as a reflection of a student’s personal integrity. Therefore, all students are required and expected to maintain the highest standards of academic integrity in the preparation of all work and examinations. The use of artificial intelligence (AI) or other automated production tools to complete assignments is strictly prohibited unless otherwise stated. Any unauthorized use of AI will be considered a violation of Academic Integrity. Students found in violation of the Academic Integrity policy (SW-25) are subject to disciplinary action. Students may obtain more information about the Academic Integrity policy in the Clarkson College Academic Catalog and Handbook and on the College website.

All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all work and examinations. The following are considered serious violations:

1. **Plagiarism (including self-plagiarism):** Taking passages from writings of others without giving proper credit to the source, includes using the works of another student. Clarkson College subscribes to TurnItIn[®], an internet-based plagiarism-detection service. Your written assignments may be submitted to TurnItIn[®] to check for originality, including a student’s previous work in a course and/or program.
2. **Collusion:** Working with another person with an “illegal” or “deceitful” purpose in the preparation of work that an instructor expects to be accomplished on an individual basis.
3. **Cheating:** Giving or receiving information during an examination.

Students found guilty of scholastic dishonesty are subject to disciplinary action. Additional information can be found within the Code of Conduct Policy (SW-18) in the Academic Catalog.

ACADEMIC INTEGRITY, SELF-PLAGIARISM

According to the *APA Publication Manual* (7th ed.), self-plagiarism “is the presentation of your own previously published work as original” (p. 256). For the purposes of the Graduate Nursing program, this definition includes work you submitted previously.

- at ANY institution,
- in ANY program,
- in ANY course, and/or
- for ANY purpose.

PLEASE NOTE: This policy applies to and includes work submitted by students who are repeating a Graduate Nursing course. All work, including scholarly papers, online discussion posts, projects, or other assignments, **must be original for the current semester.**

Self-plagiarism is reflected in the Clarkson College [Academic Integrity Policy \(SW-25\)](#) on p. 2, under D. Plagiarism (#4). Students in Graduate Nursing courses who are found to have self-plagiarized will receive a 0 for the submitted work and be reported per the Academic Integrity Policy.

GRIEVANCE POLICY (POLICY SW-14)

A grievance is a complaint (or a matter that indicates widespread or substantive problems indicating significant non-compliance with the Higher Learning Commission's Criteria for Accreditation) that a specific decision or action that affects your academic record or status has violated published policies and procedures or has been applied to the grievant in a manner different from that used for other students. The grievance process is **not** designed to resolve disputes between an individual and an institution that might occur over such issues as grades, billing, financial aid, terms of employment or other similar disputes, or to review events or circumstances that have occurred in an individual's particular relationship with an institution. This policy does not limit the right of Clarkson College to change rules, policies, or practices.

Clarkson College complies with all applicable federal, state, and local laws relating to discrimination based on race, color, religion, ancestry, sexual orientation, physical or mental disability, national origin, ethnicity, sex, age, veteran's status, or marital status.

STUDENT GRIEVANCE PROCESS

The student must complete a [Grievance Form](#), provide strong, documented evidence about the matter, and submit the completed grievance form to the Registrar's Office. The student must submit the grievance form no more than 14 days from the time of incident. The Registrar's Office will forward the grievance form to the Vice President of Academic Affairs (VPAA) who will initiate and monitor the College committee's response to the student's grievance. The VPAA will provide a written response of the outcome within 10 business days.

STUDENT GRIEVANCE PROCEDURE

Grievances must be submitted in writing to the Registrar's Office using the grievance form. The Grievance Form may be obtained from the Student Services office or the [Clarkson College website](#).

ELECTRONIC RESOURCES USE, COPYRIGHT INFRINGEMENT & NETWORK MANAGEMENT

Per Policy IT-4 (Copyright), the college recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Under the fair use doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research. These four factors outlined in the Federal Copyright Law must be analyzed:

- 1) The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- 2) The nature of the copyrighted work;
- 3) The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- 4) The effect of the use upon the potential market for or value of the copyrighted work.

As part of the Higher Education Opportunity Act (HEOA) of 2008, the Department of Education released final regulations that must be addressed by all U.S. colleges and universities on October 29, 2009. The HEOA provisions regarding copyright violations from unauthorized file sharing on campus networks are categorized into three main requirements:

- 1) An annual disclosure to students describing copyright law and campus policies related to violating copyright law.
- 2) A plan to "effectively combat" the unauthorized distribution of copyrighted materials by users of its network, including "the use of one or more technology-based deterrents."
- 3) A plan to "offer alternatives to illegal downloading."

Clarkson College complies with the HEOA via the following:

- 1) An annual email is sent to students containing IT-4 Copyright and IT-2 Computing Policy.
- 2) Blocking of known illegal P2P file sharing protocols and application is enforced at the firewall level for all Clarkson College networks.
- 3) Clarkson College does not host download services, however recommends students visit the EDUCAUSE "Legal Sources of Online Content" site for a list of alternative legal options:
<https://www.educause.edu/focus-areas-and-initiatives/policy-and-security/educause-policy/legal-sources-online>

Clarkson College is a registrant of the Digital Millennium Copyright Act (DMCA) Designated Agent Directory which provides safe harbor for online service providers and provides contact information for infringement notification through the copyright@clarksoncollege.edu address listed on the public web site. Upon receipt of legitimate takedown notices, Clarkson College will respond expeditiously to remove, or disable access to, the material that is claimed to be infringing or to be the subject of the infringing activity per the DMCA requirements.

ADDITIONAL OPPORTUNITIES

There are other opportunities to engage with the College community. These opportunities are explained below.

OMICRON EPSILON INDUCTION CEREMONY

Omicron Epsilon is the local/College chapter of Sigma (Theta Tau International) chapter at Clarkson. Sigma is the only honor society of nursing, and once a year, Omicron Epsilon hosts an induction ceremony to honor undergraduate and graduate students as well as community nursing leaders as inductees. Graduate Nursing students who meet the eligibility criteria (cumulative GPA of 3.5 or better, completion of one-fourth of the courses in the curriculum, potential for leadership and academic integrity) are sent an invitation to apply for membership. All inductees are encouraged to attend the induction ceremony, but it is not required.

Graduate Nursing students who are already members of STTI may contact STTI for information to either transfer their chapter membership to Omicron Epsilon or become a dual chapter member.

ACADEMIC TRAVEL ABROAD (ATA)

Academic Travel Abroad (ATA) at Clarkson College gives our students, alumni, and friends the opportunity of a lifetime. Many ATA travelers return to travel with the group year after year because of its unique and memorable experience. Since 1999, destinations have included England, Ireland, Scotland, France, Switzerland, Italy, Spain, Greece, Czech Republic, Austria, and Germany. See the [Academic Travel Abroad](#) section on the website for more information.

COMMENCEMENT

The commencement ceremony is scheduled once a year, in August (i.e., at the end of the summer academic term). All graduating students within the Academic Year (Fall, Spring, and Summer) and their families, friends and peers are encouraged to attend this event during which the president of Clarkson College welcomes all graduates into the Academy of Scholars.

GRADUATE HOODING CEREMONY

The hooding ceremony is scheduled once a year, in August (i.e., at the end of the summer academic term). All graduating students within the Academic Year (Fall, Spring, and Summer) and their families, friends and peers are encouraged to attend this event during which the recipients of master's and doctoral degrees will be hooded and will be able to wear their hoods during the commencement ceremony.

CLINICAL/PRACTICUM INFORMATION

PREPARATION FOR PRECEPTOR & SITE SELECTION

All clinical/practicum experiences in all options should take place with competent preceptor mentoring and support to ensure students obtain skills appropriate for the role. Therefore, all preceptor(s) and site(s) must be pre-approved through the DocuSign process.

Approval of a preceptor and site must be obtained prior to beginning the course.

It is important to identify/find/locate a preceptor who is appropriate for the experience. It is important to locate a preceptor and site that best suits each student's educational needs. The student should review his or her course sequence plan to identify semesters for clinical courses and begin interviewing and delineating appropriate preceptors and sites upon entering the program.

SECURING PRECEPTORS:

Securing and facilitating high quality clinical education for our students is the joint responsibility of the student, the college, the affiliated clinical site, and the clinical faculty. All clinical placement sites and preceptors must be approved by Clarkson College. Students are notified of preceptor requirements for each clinical course enrolled through various ways:

- Graduate Nursing New Student Orientation
- Clinical Information Sessions
- Continuous contact with their dedicated Graduate Nursing Advisor and the Graduate Clinical Program Administrator-assistance through courses and clinical
- Graduate Nursing Resource page

All students are encouraged to reach out to and identify a first choice of preceptor. Once the student and the College have agreed upon the preceptor, we will help you through the process. In this manner, you are able to identify your own preceptor and determine hours and proximity of location.

In the rare occasion the student is unable to identify a first-choice preceptor for a particular semester/course, the student should reach out to their Graduate Nursing Academic Advisor and or the Graduate Nursing Clinical Program Administrator(s) to ask for assistance. The Graduate Nursing Program

maintains a list of preceptors in various areas of the United States who have been identified as either past and present preceptors and/or have stated that they are willing to precept Clarkson College students. Students planning to register for a clinical/practicum course will not be allowed to register until Nurse Practitioner Clinical Agreement Form, Nurse Education Preceptor Agreement Form, or Nursing Health Care Administration Preceptor Agreement Form is complete and **submitted**.

ONBOARDING & CLINICAL PLACEMENT

It is the student's responsibility to adhere to the policies and procedures of the clinical/practicum sites. Graduate Nursing Academic Advisors and students will work together to handle any onboarding and clinical/practicum placement with additional attestation from the Compliance Office. Onboarding relates to any requirements a site may need before you can begin clinical/practicum. Clinical/practicum placement relates to a process a site has in place for you to request or seek approval for clinical/practicum with a preceptor.

It is the student's responsibility to work with the clinical/practicum site and preceptor to ensure that any onboarding is completed prior to starting your clinical/practicum experience.

PRECEPTOR QUALIFICATIONS

It is important for the Graduate Nursing student to carefully screen and select a preceptor who has the time to devote to the student and is willing to allow hands-on practice and opportunities to complete clinical/practicum competencies as appropriate for each course to ensure your ability to fulfill course requirements and/or obligations.

- Nurse Practitioner students: See the Graduate [Nursing Resources page](#) for a complete list of qualifications per nurse practitioner option and clinical course.
- Nurse Educator and Nursing Healthcare Administration students: Contact NRS 894 or NRS 898 course faculty for all questions related to practicum experience and preceptor qualifications. Additional information also on page 29.

PROCEDURE FOR OBTAINING APPROVAL OF PRECEPTOR & CLINICAL/PRACTICUM SITES

Please read and review.

1. Students who are unsure about any preceptor or other requirements should contact the Graduate Clinical Program Administrator to determine the appropriateness of the preceptor for clinical/practicum experience.
2. Preceptors should be selected by scheduling an appointment during which the student can evaluate whether this person is truly able to assist him or her in this important educational phase. Students should **NOT** contact the preceptor directly and should adhere to appropriate channels at each location.
3. Students should discuss the course expectations with the potential preceptor to determine whether the preceptor can meet these expectations.
4. Students may **NOT** use family members, including extended family members, as preceptors. Any and all clinical/practicum hours completed with a family member will not be counted toward the total clinical/practicum hours.
5. Students who complete clinical hours at their current place of employment must do so in a department OTHER THAN the one in which they are employed.
6. **Students must complete the Nurse Practitioner Clinical Agreement Form, Nurse Education Preceptor Agreement Form or Nursing Health Care Administration Preceptor Agreement Form for each preceptor.** There are three (3) deadlines to submit paperwork:
 - Spring: Nov. 1
 - Summer: March 1
 - Fall: June 1

Students are required to complete the Agreement Form submitted for an upcoming

clinical/practicum course by the dates listed above.

7. The student initiates the Nurse Practitioner Clinical Agreement Form, Nurse Education Preceptor Agreement Form, or Nursing Health Care Administration Preceptor Agreement Form, which is completed by the Compliance department. The student will receive the completed document.
8. Students will not be allowed to enroll/register in a clinical/practicum course without submitting the Nurse Practitioner Clinical Agreement Form, Nurse Education Preceptor Agreement Form, or Nursing Health Care Administration Preceptor Agreement Form. The only exceptions considered are for students who submit placement requests in My Clinical Exchange or for unavoidable preceptor changes, such as the preceptor declining to have the student follow him/her.
9. The Nurse Practitioner Clinical Agreement Form, Nurse Education Preceptor Agreement Form, or Nursing Health Care Administration Preceptor Agreement Form must be completed by the end of the first week of classes. If it is not complete, the student may be required to withdraw from the course. The student and course faculty should discuss options for continuation in the course.
10. Students may not attend **any** clinical/practicum hours until **all paperwork** is final/completed. The final and fully signed DocuSign form will be submitted to/in the practicum course. All students must receive approval from course faculty as well as final DocuSign email of paperwork completion prior to beginning any clinical/practicum hours. Any hours completed prior to the final completion will not be included in the total clinical/practicum hours required for course completion.
11. Once DocuSign paperwork is complete and the semester begins, students are expected to evenly distribute their total clinical/practicum hours over the course of the semester. Students should not front- or backload the semester with clinical/practicum hours, unless the preceptor's availability is limited to a specific period of time. ***If the paperwork is not complete by the beginning of the semester, the student will be required to reach out to his or her course instructor immediately to update the instructor as to where the student is in the process.*** Students must complete at least 50% (i.e., half) of the required clinical/practicum hours by midterm in order to receive a passing grade at midterm. (Note: This requirement does not apply to NRS 830 in which students must wait to pass the skills check-off BEFORE starting clinical hours.) The remainder of the clinical/practicum hours must be completed by the end of the term in order to pass a clinical/practicum course.

Students are expected to see an average of eight (8) patients per eight (8) hour clinical day (or approximately one (1) patient per hour). If this is not attainable, students may be required to locate an alternate clinical preceptor/site. Students whose preceptor(s) have questions related to DocuSign should be directed to msnadvising@clarksoncollege.edu

OTHER STUDENT RESPONSIBILITIES WHEN REGISTERED IN CLINICAL/PRACTICUM COURSES

In addition to obtaining a preceptor and clinical/practicum sites, the student is responsible for:

- Completing the academic program requirements for health and safety. This includes a background check and drug screening, immunizations, licensure, and certifications. This process is completed online with the College-approved vendor upon admission into the program.
- Following the administrative policies, regulations, standards, practices (e.g., universal precautions) and procedures of the contracted (affiliated) facilities.
- Safeguarding the confidentiality of client/organization information.
- Providing their own transportation to and from the facilities.
- Reporting to the preceptor on time and as scheduled.
- Providing College faculty appropriate notification when conflicts occur.
- Conforming to the standards of professional practice established by the preceptor, affiliated clinical/practicum facilities and any applicable regulating body while participating in the preceptor experience.
- Maintaining RN licensure and Basic Life Support (BLS) certification.

- **Students registered for any course are expected to check their Clarkson College student email account once a week at minimum; more frequently is strongly advised.**
- Keeping the course faculty fully apprised of their ability to complete the clinical/practicum hours in the expected time frame. If it becomes apparent that the student's approved preceptor will be unable to meet his/her agreed upon obligations, it is the student's responsibility to inform the course faculty of the situation and to promptly locate an alternate preceptor under whom the expectations can be met. No clinical/practicum hours can be completed with the new preceptor until the DocuSign clinical/practicum paperwork is completed. If it becomes apparent that the expected time frame cannot be met, it is the student's responsibility to drop the class after discussion with the course faculty and his or her Graduate Nursing Academic Advisor.
- Students are expected to inform course faculty/Academic Advisor or Graduate Nursing Program Director about any personal crisis that may arise that may prevent completion of any courses while attending Clarkson College. All faculty and administrators are aware that situations may arise (i.e., that life happens) while students are enrolled in the graduate nursing program and make every effort to help students decide what can and should be done about their educational responsibilities at this time of crisis. The key to any sound decision or alternative plan requires that the student makes Clarkson College fully aware of the situation. Decisions about tuition refund, dropping a course(s), taking a leave of absence, obtaining assistance from student services can be done in a satisfactory manner when the student immediately notifies and discusses the situation with the course faculty, the assigned academic advisor or the Program Director of the Graduate Nursing program.
- ***Personal phone calls and use of technology communication devices for personal use is prohibited in the clinical/practicum setting except in emergency situations.***

See Addendum A and B for Clinical Hour Guidelines and Clinical Attendance Record- the student is responsible for the information on the Guidelines page and providing a detailed attendance record for any clinical hours.

EVALUATION METHODS

Course, agency, student and faculty evaluations are an expected part of any educational experience. These evaluations are important not only because they are required by regional and national accrediting bodies, but they provide information that leads to future improvements of the student, program and Clarkson College. Grading for the practicum includes consideration of your preceptor's appraisal of your skills, the quality of your written assignments, your contributions to group discussions and your performance.

PRECEPTOR(S) ASSESSMENT OF STUDENTS

While the clinical/practicum faculty member is responsible for issuing the final course grade, preceptor assessment is an important aspect of the faculty's evaluation of each student. The course faculty may contact preceptors during clinical/practicum courses regarding student's performance. The student is expected to inform each preceptor about course-related information prior to the beginning of the clinical/practicum experience. Preceptors may request a copy of the course syllabus as well. When discussing the courses, the student should ensure that the preceptor is willing to participate in an online, interactive appraisal of his or her progress.

At midterm and at the end of the course, the preceptor will access the Preceptor Assessment form. It remains your responsibility to ensure the preceptor knows about the assessment process and how/when to locate the Preceptor Assessment form. Prior to the evaluation time period, instructions for sending your preceptor the assessment information will be posted in the course announcements. It is the student's responsibility to ensure that the preceptor receives and completes the assessment. Students are required to upload the completed assessments into the appropriate assignment tab in the course. Failure to submit the self-evaluation, the preceptor assessment, and your competency log will result in a "C" for your midterm and or final grade regardless of your theory grade. Note: there is no midterm evaluation in NS 830.

EVALUATION OF THE PRECEPTOR ASSESSMENT OF STUDENT PERFORMANCE [TYPHON]

The minimum acceptable score for Preceptorship Assessment of student performance is 75%. If the student receives below 75%, faculty will review the assessment and obtain additional information from the preceptor regarding the assessment, if necessary. After discussing the preceptor assessment with the student and or preceptor, the faculty will make the final determination regarding whether the student's performance is Pass or Fail. The faculty will notify the student of the rationale for the clinical preceptorship grade. The faculty will enter the final grade in Canvas (Pass/Fail). If the student fails the clinical preceptorship portion of a course, the student will have to repeat both the clinical and theory components of the course.

STUDENT SELF-EVALUATIONS & AGENCY EVALUATIONS

All students will complete a final evaluation based on a self-assessment of their clinical/practicum competence. Additionally, students completing a clinical/practicum course will complete the agency and preceptor evaluation.

NURSE PRACTITIONER STUDENTS

TYPHON STUDENT TRACKING SYSTEM

The Typhon Student Tracking System (NPST) for advanced practice nursing programs is used in the Clarkson College Graduate Nursing program. NPST functions as a complete electronic student tracking system with comprehensive patient encounter logs and reports, a fully featured evaluation and survey component for assessments, management of student rotation scheduling, student electronic portfolios, student and preceptor biographic databases, clinical site databases, curriculum mapping, and secure document management.

NURSE EDUCATOR AND NURSE ADMINISTRATION STUDENTS

Preceptor Qualifications:

Basic preceptor qualifications that **must** be met for the course include the following items:

- All preceptors for nurse educator students must have 2 years' work experience as a nurse educator in the academic or clinical setting.
- All preceptors for the nursing health care administrator students must have 2 years' work experience as a nursing health care administrator.
- The preceptor must hold a minimum of a Master of Science in Nursing (MSN) degree.
- It should **not** be necessary for students in the nurse educator and/or nursing healthcare administrator practice to have more than one preceptor. **Students should have no more than one preceptor for the course.** When students have more than one preceptor, it usually becomes very difficult to establish the rapport necessary for a mentoring relationship and often dilutes the preceptor's ability to provide a fair, objective appraisal of the student's performance.

Practicum Site Qualifications

Appropriate practicum sites may include institutions of higher education, hospitals and/or primary care offices. Students who are precepted at their current place of employment must provide clear documentation that his or her work and clinical hours are separate. Practicum hours must be completed in a different area than where you are employed.

Addendum A: Clinical Hours Guidelines**Clinical Hour Guidelines**

1. Students may not be in the clinical setting or accessing medical records if the approved preceptor is not present.
2. Clinical hours are not to be recorded more than 15 minutes prior to the start of the clinical day (1st scheduled patient)
3. The Clinical Attendance Record must be signed and dated by the preceptor at the conclusion of each clinical day. Any hours recorded in Typhon without a corresponding preceptor signature will not count toward the total clinical hours for the course. Failure to bring the attendance record to clinical is not an excuse for the lack of a signature. The Clinical Attendance Record must be submitted into the course weekly along with the Typhon time log for the week.
4. Students are required to have special permission from the course coordinator to have more than two preceptors per term.
5. Any hours recorded on the Typhon time log without case logs for the day will not count toward the total clinical hours for the course.
6. Any clinical hours completed prior to the signed DocuSign being uploaded into the course will not count toward the total hours for the course.
7. Any observation hours completed prior to faculty approval will not count.
8. Students may not do 24-hour shifts or any shifts over 12 hours.
9. Students may not follow another provider at the clinical site if there has not been a DocuSign completed, even if the primary preceptor or anyone at the site instructs the student to follow a different provider.
10. Students may log patients in Typhon throughout the clinical day if time allows, however students may not remain at the clinical site end of the day to log in Typhon and count this time as clinical time.

I acknowledge that I have read and understand the above clinical guidelines, and any non-compliance or variation from these guidelines may result in disciplinary action or other consequences.

Student Signature _____

Date _____

This form is to be signed, dated, and uploaded into the course prior to the start of any clinical hours.

CONTACT INFORMATION

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