

Student Handbook

# Graduate Nursing

---

2020-21 academic year



Prepare to be the **best.**

## Clarkson College Mission Statement

---

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

## 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 Bachelor of Science in Nursing, Master of Science in Nursing and Doctorate of Nursing Practice programs are accredited by the Accreditation Commission for Education in Nursing (ACEN) located at 3343 Peachtree Road NE, Suite 850 Atlanta, Ga. 30326 PH 404 975 5000 [acenursing.org](http://acenursing.org)

The Master of Science in Nursing with a specialization in Nurse Anesthesia and Doctorate of Nursing Practice with a specialty in Nurse Anesthesia programs are 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](http://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 complies with all applicable federal, state and local laws relating to discrimination and does not discriminate on the basis of race, color, religion, ancestry, sexual orientation, physical or mental disability, age, national origin, ethnicity, sex, veteran's status or marital status in the administration of its educational programs and policies, financial aid, activities or other school administered programs. View the full Notice of Non-Discrimination statement by visiting [ClarksonCollege.edu](http://ClarksonCollege.edu).

Clarkson College  
101 South 42 St. Omaha, NE 68131-2739 PH 402 552 3100 TF 800 647 5500 [ClarksonCollege.edu](http://ClarksonCollege.edu)

# Table of Contents

---

SECTION 1: <a href="#">WELCOME</a> .....	4
SECTION 2: <a href="#">NURSING PROGRAM PHILOSOPHY</a> .....	5
SECTION 3: <a href="#">GRADUATE NURSING DEGREE PROGRAMS</a> .....	6
SECTION 4: <a href="#">GRADUATE NURSING PROGRAM REQUIREMENTS</a> .....	9
SECTION 5: <a href="#">GRADUATE NURSING RESOURCES</a> .....	12
SECTION 6: <a href="#">REGISTRATION POLICIES</a> .....	14
SECTION 7: <a href="#">GENERAL STUDENT INFORMATION</a> .....	19
SECTION 8: <a href="#">OTHER EVENTS</a> .....	22
SECTION 9: <a href="#">CLINICAL/PRACTICUM INFORMATION</a> .....	22
SECTION 10: <a href="#">CONTACTS</a> .....	27

**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.

## Welcome

---

Welcome to the Graduate Nursing program at Clarkson College located in Omaha, Neb. 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 your learning plans and advanced professional development, we have gathered important materials and information in this handbook. The purpose of this handbook is to:

- State the Mission and Values of Clarkson College with the outcomes of the Graduate Nursing program.
- Provide an overview of the curriculum in which you have enrolled.
- Specify actions and responsibilities involving you and the College that will ensure smooth transitions into and through the components of the program.
- Assist you to integrate technology-based learning modes with the application of 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 services. 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 experiences.*
- **CARING** *An empowering relationship through an attitude of empathy, 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 in personal, professional and organizational actions.*
- **EXCELLENCE** *A level of performance in which all individuals strive for extraordinary quality.*

## Nursing Program Philosophy

---

The philosophy of the Graduate Nursing program at Clarkson College builds on the ACEN guidelines for all levels of nursing education and transition to practice programs and is reflective of the values and beliefs from which the Clarkson College Mission and Values were developed.

We, the 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 Graduate Nursing 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. Our beliefs regarding human beings, environments, health, education, nursing education and nursing are contained within the Graduate Nursing program philosophy. 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. The *individual* is in constant interaction with an ever-changing global environment. Nursing recognizes the impact a person's environment has upon health. *Health* is an individually perceived dynamic state of well-being. *Nursing* is a humanistic and scientific care discipline and profession.

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. We believe students are partners in the educational process and encourage learning by discovery, curiosity, clinical decision making, experience, reflection, modeling, collaboration and interactive participation. We model service to the College and community and celebrate the diversity of human beings.

We believe there are various educational levels within nursing. The Baccalaureate and Graduate Nursing programs at Clarkson College represent these levels. The baccalaureate in nursing 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 articulation from one level of nursing education to the next and flows from simple to complex.

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 Graduate Nursing faculty of 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 Programs

---

### MASTER OF SCIENCE IN NURSING DEGREE

The Master of Science in Nursing (MSN) program provides five options for graduate nursing students, including Family Nurse Practitioner, Adult–Gerontology Acute Care Nurse Practitioner, Psychiatric-Mental Health Nurse Practitioner, Nursing Education and Nursing Health Care Administration. For those nursing professionals who already have earned a graduate degree in nursing, each of these options may be completed as a post-graduate certificate. The RN to MSN program is designed for individuals who are currently licensed as a registered nurse (RN) and have either an associate degree in nursing or a three-year nursing diploma.

### MASTER OF SCIENCE IN NURSING PROGRAM OUTCOMES

Upon completion of the degree requirements for the MSN degree, the graduate will be able 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 OPTION: FAMILY NURSE PRACTITIONER

The goal of this program option is to educate nurses who wish to become advance 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.

### PROGRAM OPTION: ADULT-GERONTOLOGY ACUTE CARE NURSE PRACTITIONER

The goal of this program option is to educate nurses who wish to become advance 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 will assume the role of educator, referral agent and advocate while providing care within an evolving health care system.

### PROGRAM OPTION: PSYCHIATRIC-MENTAL HEALTH NURSE PRACTITIONER

The goal of this program option is to educate nurses who wish to become advance 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.

### **PROGRAM OPTION: 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 being 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.

### **PROGRAM OPTION: NURSING HEALTH CARE ADMINISTRATION**

The goal of this program option is to educate nurses who wish to become nursing health care 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 Health Care Administration Core Competencies](#)

### **DOCTOR OF NURSING PRACTICE DEGREE**

The Doctor of Nursing Practice (DNP) program 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 the BSN-DNP (four options) and the 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 role. The Post-Master's degree option is designed for the licensed, Master's degree-prepared and certified nurse practitioner, and it builds on the foundations of the advanced practice role.

### **DOCTOR OF NURSING PRACTICE PROGRAM OUTCOMES**

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

- Integrate nursing science and theories to improve health care delivery systems, describe the actions and strategies to improve those health care systems, and evaluate patient outcomes in preparation for evolving nursing practice realities.
- Implement and evaluate health care delivery based on scientific findings that ensure quality and safety and consider ethical dilemmas, by using advanced communication processes, business and financial principles, and sensitivity to diverse populations.

- Translate research into practice using evidence-based methods by disseminating findings, collaborating between disciplines, designing processes and evaluating quality improvement methodologies to address the complex needs of humankind.
- Design information systems to guide clinical decision making, evaluate programs and improve health care outcomes while considering ethical and legal issues related to the use of information.
- Demonstrate leadership through the development, implementation and analysis of health policy at the micro and macrosystems of health care by engaging policy makers and advocating for social justice and the nursing profession.
- Lead interprofessional teams through effective communication, leadership and collaboration to create practice improvement innovations in complex health care delivery systems.
- 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.
- Demonstrate advanced clinical judgment, systems thinking and accountability by designing and implementing evidenced-based care for specialty nursing practice via interprofessional collaboration, excellence in nursing, and therapeutic relationships with patients and other professionals.

#### **PROGRAM OPTION: POST-MASTER'S DNP**

This option builds on the foundation of the advanced practice role for licensed nurse practitioners. Throughout the program, 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.

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

#### **PROGRAM OPTION: 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.

#### **PROGRAM OPTION: BSN-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.



## Graduate Nursing Program Requirements

---

### EMPLOYMENT:

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

### COURSE COMPLETION

Students must complete their program of study at Clarkson College within seven (7) years. This includes time spent on leave of absence. Students who do not complete within seven (7) years must reapply for admission. Students may refer to Course Completion Policy AA17.

### 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 3.0 for successful completion of the program of study. Graduate Nursing students who fail to maintain a CGPA of 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 grade scale is used in all graduate courses. There is no "rounding" up of grades or scores in the Graduate Nursing program/options:

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

### PASSING GRADE FOR THE THEORY COMPONENT OF A CLINICAL COURSE/NON-CLINICAL 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.
2. Prior to the final course grade calculation, the course faculty will calculate the 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 course work 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 major course. After receiving a Withdraw Fail (WF) in a major,

the student must repeat the course for a grade.

A student may Withdraw Fail (WF) from only two major or support courses during his/her current program of study. A Withdraw Fail (WF) from a third major course will result in dismissal from the graduate program.

Ultimately, it is the student's responsibility to track their academic progression. The course faculty and academic advisor 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 academic advisor.

Students who are not passing any graduate level course at the semester's midpoint will be sent a letter from Clarkson College. The letter informs students of their status in the course and contains recommendations to ensure the student's success in the course.

### WRITTEN EXAMINATIONS

Written examinations are given in various clinical courses to prepare you for certification boards using the certification examination design approach. All examinations are online, timed and one question per page. Exams are taken using LockDown Browser and a Webcam for testing surveillance.

#### Using LockDown Browser and Webcam for Online Testing

Written exams in various clinical courses will **require** the use of LockDown Browser and a webcam for online testing. The webcam can be built into your 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>

### INCOMPLETE GRADE FOR THEORY COMPONENT FOR A COURSE

Per [policy AA-10 \(Incomplete Grades\)](#), 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 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 the Graduate Nursing student has requested 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."

### HEALTH & SAFETY REQUIREMENTS

All Graduate Nursing students—regardless of educational track—must complete the appropriate program/option health and safety requirements. Information to create an online account with Castle Branch will be sent to the student once s/he is formally accepted into the program. Requirements will include—but are not limited to—a background check, drug test, immunizations, certifications, employment verification and licensure. Additional background checks and/or drug screenings could be required at the expense of the student and with or without cause for suspicion as required by the clinical agency or Clarkson College. Castle

Branch will send reminders and updates to your Clarkson College email when items are due or require your attention. **Failure to maintain your Castle Branch account may result in a block from accessing your online classes.** All questions should be directed to the Graduate Nursing Clinical Coordinator.

Clarkson College is committed to providing a safe and healthy environment for all members of our campus community, as well as the patients many of our students interact with throughout their education. To protect yourself from certain conditions of risk you may be exposed to, it is essential for you to complete specific health and safety requirements according to your academic program needs. Failure to comply with such requirements will prevent class and/or clinical attendance. All health and safety requirements are at the expense of the student and are non-refundable.

### **GRADUATE WEEKEND**

A required on-campus visit is scheduled during the semester the student is enrolled in NS 830 for evaluation of clinical skills. Additional information related to this weekend is found in the individual 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:** Students enrolled in NS 830 are required to wait to begin clinical hours until they have successfully completed the physical assessment sign-off during Graduate Weekend. Students not successfully passing the check-off on the second attempt at Graduate Weekend will fail the course and need to repeat.

### **SERVICE 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, 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 your program of study. Successful completion of service experiences is required to pass the designated service courses.

### **INTERPROFESSIONAL EDUCATION (IPE)**

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, zero-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.

### **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 Clarkson College Registrar, Clarkson College Professional Development can issue a letter specifying the courses, credit hours earned and equivalent nursing contact hours.

### **GRADUATION REQUIREMENTS**

Students are responsible for completing the Graduation 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 (student 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 (five 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.

## **Graduate Nursing Resources**

---

Graduate Nursing students make use of many resources and procedures to assist them as they progress through the program. Some are listed below, although a full list of resources can be found on the Clarkson College website under Academic Resources.

### **CLARKSON COLLEGE CATALOG**

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

## ACADEMIC CALENDAR

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

## GRADUATE NURSING PROGRAM ADVISOR

All Graduate Nursing students will be assigned an advisor as you begin your coursework at Clarkson College. Students are responsible for making an appointment with your academic advisor prior to the first semester to discuss registration, course sequence and degree option. A [course sequencing plan](#) will be developed to assist you in the registration process. Each subsequent semester, it is expected that the student contacts their advisor to discuss upcoming coursework and authorization to register for classes. The advisor will not authorize students to register until the student has 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. Students may contact the academic advisor via phone, email or by setting up an individual appointment through Calendly. Program advisors along with the Clinical Coordinator also 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.

If you would like to explore more after reading this section of the catalog, please visit the [Financial Aid](#) section of our website.

## STUDENT SUCCESS CENTER

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

## STUDENT SUCCESS GUIDE

The Student Success Guide leads students through an introduction to the online learning management system, Canvas. The guide provides instructions on how to use the platform and helps students develop skills to prepare for their online educational experience.

## 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. Students are encouraged to register with the Accommodations office as early as possible. Students can obtain more information about disability services and requirements by referring to the [Accommodations](#) webpage, by sending an inquiry to [accommodations@clarksoncollege.edu](mailto:accommodations@clarksoncollege.edu) or by calling 402.552.2693 or 800.647.5500, ext. 22693.

## MY PATH

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

## ONLINE CAMPUS: CANVAS

Canvas is a web-based learning platform designed to help faculty and students access online courses, collaborate on assignments, discuss course readings and materials, submit assignments, view grades, and much more. Tech support for Canvas courses is available 24/7 via the Help icon within the Canvas platform. Access Canvas by visiting the College website and selecting Online Campus from the Resources For dropdown menu.

## COURSE SYLLABI

All Graduate Nursing course syllabi are posted in the course shell located in Canvas. On the first day of the semester, students will be able to access the online courses. It is the student's responsibility to access the College website and download a copy of the syllabus for each course in which they are registered. Course syllabi may change each semester; therefore, it is the student's responsibility to access the current syllabi in which they are registered.

## CERTIFICATION RESOURCES

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

- Family Nurse Practitioner (FNP)
- Adult-Gerontology Primary Care Nurse Practitioner (A-GNP)

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

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

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

- Nurse Educator

## Registration Policies

---

### REGISTRATION

Registration will be processed by the student on PowerCAMPUS Self-Service. Self-Service is the web-based registration system for Clarkson College. Self-Service allows you to register for courses or change your registration prior to the Friday before the first day of the term. All students must contact their assigned 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 usually include: 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 Step 1 (DocuSign) is complete and submitted.

### REGISTRATION AVAILABILITY

PowerCAMPUS Self-Service is available 24 hours a day. However, registration assistance will only be available Monday through Friday from 7:30 a.m. to 4:30 p.m. (CST). If you need registration assistance, contact the Registrar's office during normal business hours at 402.552.3033, 402.552.6263 or 402.552.2681.

### WAITLISTS

Waitlists are available for any course that has reached its maximum capacity. If the student is on a waitlist and the course opens, the student will be notified by email once. The student has 72 hours after the email is sent to their Clarkson College email to register for the course. Since there is no guarantee a course will open, the student should register for another section, if available. Program directors will monitor the waitlists to determine the need for opening another section.

**NOTE:** If the student finds any conflicts in required major courses, the program director or advisor should be contacted.

### CHANGE OF REGISTRATION

The student may change course schedule (drop and add courses) on PowerCAMPUS Self-Service during the registration dates posted on the web. Once this date is passed, the student's advisor will need to sign a Change of Registration form and submit it to the Registrar's office. The student must contact the advisor in writing to state the reason for the change in registration.

### REGISTRATION INSTRUCTIONS

Instructions are available in PowerCAMPUS Self-Service under "Student Guide to Self-Service."

### ADDING/WITHDRAWAL

A course may be added through the first five days of instruction in a semester or prior to the second class meeting in a short term. This also applies to transferring from one section of a course to another section. After the designated time, the approvals of the instructor and the program director of the course are required. A course may be withdrawn, and a refund granted if it is accomplished according to the tuition refund schedule. It is the student's responsibility to initiate a Change of Registration form to the Registrar's office. Clarkson College will not be responsible for completed forms that which are given to faculty or staff for submission. **NOTE: Only** Student Financial Services may authorize reimbursement of fees or tuition. Directors, faculty or staff are **not** authorized to approve reimbursement.

#### Length of Course

15-week course	On or before the eighth week of the course
12-week course	On or before the seventh week of the course
6-week course	On or before the third week of the course

*Courses may not be withdrawn during the final week of the semester period.*

**Failure to complete Step 2 (DocuSign) by the end of the first week of a clinical/practicum course may result in the student being withdrawn from the course. Student and 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. While the College attempts to obtain authorization everywhere its students live, moving to a state in which the College is not authorized could result in the loss of eligibility for certain forms of financial aid and/or in the inability of the student to complete the academic program. See State Authorizations and Licensure Information on website.

## **PROGRAM ATTENDANCE & NON-ATTENDANCE (AA-63)**

### **Graduate Course Attendance**

Graduate Nursing students are expected to participate actively in all required course-related learning activities (e.g., online assignments, skills laboratory, clinical/practicum, or internships) for the courses in which they are enrolled. Active participation ensures regular and substantive interaction between faculty and students. Course faculty must be notified by the Graduate Nursing student about an absence/tardy **before** it occurs. It will be at the course faculty member's discretion as to whether the missed course-related learning activity can be made up during the same semester.

Active participation in an online Graduate Nursing course may include, but is not limited to, the learning activities identified in paragraph one and:

- Submitting a course assignment by the designated deadline
- Engaging with other learners in a course-related online discussion
- Completing a scheduled exam
- Participating in an interactive tutorial
- Engaging in computer-assisted instruction
- Attending a study group required by the course
- Physically attending required in-person learning activities serving to provide direct interaction between faculty and students
- Initiating contact with the course faculty member to clarify information about the course topic(s)

When the faculty member determines that a Graduate Nursing student has not been participating actively in the course, the faculty member will report that information to the Registrar, Financial Aid and program director **within two (2) business days** by completing the **Notification of Non-Attendance Form** required by [policy AA-63](#). These forms should be used when the Graduate Nursing student:

- Has two (2) or more consecutive unexcused absences in a semester.
- Has three (3) or more consecutive excused absences in a semester.
- Has three (3) or more consecutive absences in combination of excused or unexcused.

### **SEVERE WEATHER POLICY (OG-4)**

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

The decision to close Clarkson College due to adverse weather conditions will be made by the College President or his 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.

**Inclement Weather Line PH 402.552.6110**

The following television and radio stations are notified if the College should close due to inclement weather:

- **Television** [Action 3 News](#), [KETV](#), [KPTM](#), [WOWT](#)
- **Radio** [1110 KFAB](#), [Star 104.9](#), [Q 98.5](#)



**Cancel classes, College closed (Monday–Friday)**

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

- Canceling all classes.
- Clinical students (within the area affected by the severe weather conditions) should follow the program specific weather closing policy.
- 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 students at clinical sites will be governed by the severe weather program policy.

If the weekend weather is severe, the decision to cancel any activity is at the discretion of the directors. Activities may include: Graduate Weekend, Professional Development classes, student activities and clinicals.

**COMMUNICATION PLAN**

- The Director of Marketing will: Contact the media, update the weather line, update the website, send an all-campus electronic communication, which will include students, and update any social media utilized by the College for communication.
- The Director of Enrollment & Advising will place a message on the main phone line of the College.
- Faculty or the 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 use the campus Emergency Notification System to notify employees and students.
- The Director of Facilities will lock down the main building and Student Center and notify Security that the College is closed.

**Student ID and Dress Code Policies****STUDENT ID**

Student ID badges are completed during your initial coursework. They are also available by two other methods: 1) via email or 2) procuring badge when you are on campus during the first Graduate Weekend.

In order to obtain your student ID, email your name and digital photo (professional attire, solid background, head and shoulder shot) to [studentid@clarksoncollege.edu](mailto:studentid@clarksoncollege.edu). Your student ID badge will be mailed to your current address on file with the College.

Students are required to wear a Clarkson College identification badge and abide by the Graduate Nursing Student Dress Code while in the clinical practice area or participating in any practicums. Preceptors will be asked to evaluate your attire according to the dress code as part of their appraisal. The dress code is as follows:

**DRESS CODE**

**As a student, you represent not only Clarkson College, but also the professional image of nursing.** To uphold this image in the clinical 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 site based on unprofessional or inappropriate dress/behavior. Student identification must be visible at all times in chest area.

**The following are minimal 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, is to 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 is able to be tucked into a shirt 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:** Visible tattoos are not allowed. If a student has tattoo(s), clothing must completely cover the tattoo(s) or apply a concealing item if in an area that clothing does not cover.
7. **Personal cleanliness:** Daily attention to one's personal hygiene is an extremely important component of each student's overall image. Students will maintain a high level of personal hygiene. Students' 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**

Clothing appropriate to the clinical site:

- 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:

- Business attire or business casual as directed by site.

## General Student Information

---

### NETIQUETTE GUIDELINES

To carry out its mission, the College expects students to use the internet, learning management system (LMS) and email in a professional manner. Activities that may be acceptable on your private account at home may not be acceptable when using your Clarkson College-authorized services. It is our right to require your ethical use of these electronic tools and your duty to follow both netiquette and the policies governing their use. The purpose of netiquette guidelines is to help 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

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

A petition for reconsideration asks that an exception to a decision or policy be made because of extenuating circumstances at the director/dean level.

Petitions might be used to resolve disputes between an individual and an institution 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 term following the incident in order to facilitate tracking.
2. The Registrar's office will forward the Petition for Reconsideration form to the appropriate person(s) and schedule a meeting with the individual(s) petitioned within five business days of receipt of the Petition for Reconsideration form.
3. The decision regarding the petition for reconsideration will be made at that meeting.
4. The individual petitioned will notify the petitioner of the decision of the petition for reconsideration within five business days.
5. The Registrar's office will post a letter to all involved parties of the decision within five business days.

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 (within seven calendar days) following the above procedure for each level of authority, until it reaches the program director/dean. If the student is not satisfied with the decision of the petition for reconsideration, the student may contact the appropriate vice president within five days of the petition for reconsideration decision. The appropriate vice president will respond within 10 business days.

All Graduate Nursing students per Policy AA-28 (Credit Hour Residency Requirement) 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, the student should specify the course titles and names that are to be considered for transfer. In addition, the student needs to include the specific Clarkson College required course names and titles that the student believes is comparable to the completed courses. A course description and copy of the course syllabus for **each** course that is to be evaluated for consideration of transfer credit is to accompany the

completed Petition. These materials must be submitted to the Director of Graduate Nursing program as soon as you have 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. 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.

### SCHOLASTIC HONESTY STATEMENT

Clarkson College views scholastic honesty as a reflection of a student's personal integrity. Therefore, 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:** 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<sup>®</sup>, an internet-based plagiarism-detection service. Your written assignments may be submitted to TurnItIn<sup>®</sup> to check for originality.
2. **Collusion:** Working together 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 pertaining to the Academic Integrity policy may be found in the Student Handbook, Student Code of Conduct section.

**NOTE:** If the student wishes to resubmit work that was previously submitted in the same course, (e.g.: retaking a course) or from a previous course, it is important to initiate open communication with the instructor(s). It is required to obtain permission from the current instructor, and it is recommended to obtain permission from the previous instructor.

### GRIEVANCE POLICY (SW-14)

A grievance is a complaint (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 the student's 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 and must provide strong, documented evidence and submit the completed Grievance form to the Registrar's office. The student must submit the Grievance form no later

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**

Computer and network system users are responsible for following the published restrictions to access Clarkson College computing systems and networks.

1. A user must use only the computer account(s) that has been authorized for his/her use.
2. Users are responsible for the use of their computer accounts. Users should make appropriate use of systems-provided protection features such as passwords and file protections and should take precautions against others obtaining access to their computer resources. Users should not make an account available to others for any purpose. If assistance is needed in gaining access to Information Technology (IT) resources, contact the IT help desk.
3. Users will not attempt to modify systems infrastructure. Users will not damage or obstruct the operation of any computer systems, software, services or networks.
4. Users will not supply or attempt to supply false or misleading information or identification in order to access an IT resource.
5. IT resources must be used only for the purposes for which they are authorized. For example, student, faculty and staff accounts, issued for legitimate classroom or office work, cannot be used for private consulting, commercial enterprises and/or personal financial gain.
6. Playing computer games (other than for educational purposes) on Clarkson College computers is not allowed and may result in the loss of access to Clarkson College IT resources.
7. IT resources will not be used as an instrument to intimidate or offend persons. Using IT resources as a means of communication to terrify, intimidate, threaten, harass, annoy or offend another person constitutes grounds for cancellation of access to Clarkson College computers, systems, networks, learning management systems, etc., and may result in disciplinary and/or legal action. Use of IT resources as a means of a) communicating indecent, lewd or obscene language to another person, or b) communicating a threat or lewd suggestion to another person, shall be prima facie evidence of intent to terrify, intimidate, threaten, harass, annoy or offend. User profile pictures must be in good taste and focus on the user. Users shall not use objects, group shots, pets, children or any other type of unprofessional or offensive images.
8. Users shall not access, copy or transport Clarkson College programs, files or data without prior authorization. User software and/or software subscriptions may be used on computers only if the product has been legally obtained and if its use does not violate license or copyright restrictions. Any software or software subscriptions not approved or purchased by Clarkson College will not be placed on Clarkson College machines or utilized without approval from the IT department. Such software may not receive support from the IT department and may be subject to immediate removal or discontinuation. Users may not (nor attempt to) inspect, modify, distribute or copy privileged data or software, except for users who have been given prior special permission to work with data in accomplishing their job responsibilities, e.g. reporting etc.
9. Users shall not attempt to encroach on others' use of the computing facilities or deprive them of IT resources.
10. Users shall not attempt to subvert the restrictions associated with any system accounts.
11. Users shall not engage in illegal Peer-to-Peer (P2P) file sharing on Clarkson College networks. Clarkson College will use available technologies to block P2P file sharing applications in accordance

with the Higher Education Opportunity Act. If necessary, Clarkson College IT will assist users in finding legal alternatives to software and services deemed as “illegal.”

12. Users will only upload and disseminate files that have been legally obtained and where the user does not violate any licensing or copyright restrictions.

Disciplinary actions for violating the policy shall be governed by, but may not be limited to, the applicable provisions of the Academic Catalog and student handbook, faculty and department handbooks, policies of Clarkson College, Statutes of the State of Nebraska and federal law, including civil and criminal legal actions. Persons who violate this policy may have their access privileges to Clarkson College computing systems, learning management system and networking systems revoked. The Center for Teaching Excellence will review reports based on user accounts to ensure that violations of this policy, in relation to the learning management system, are reported to the proper administrator for disciplinary action of all offenders.

## Other Events

---

There are two on-campus events you are encouraged to attend. These include Commencement and the Omicron Epsilon induction ceremony. Each of these events are explained below.

### COMMENCEMENT

The Commencement ceremony is scheduled every semester, and all graduating students and their families, friends and peers are always encouraged to attend this event. The President of Clarkson College welcomes all graduates into the Academy of Scholars.

### OMICRON EPSILON INDUCTION CEREMONY

Omicron Epsilon is the name of the Sigma Chapter at Clarkson College. Sigma is the only honor society of nursing. Omicron Epsilon has an induction ceremony to honor the undergraduate, graduate and community leaders as inductees. Graduate 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 the middle of the spring semester. 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 membership or become a dual member.

### ACADEMIC TRAVEL ABROAD (ATA)

Academic Travel Abroad (ATA) at Clarkson College gives our students, alumni and friends the opportunity of a lifetime. Many of our 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.

## Clinical/Practicum Information

---

### PREPARATION FOR PRECEPTOR & SITE SELECTION

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

**Approval of a preceptor and site must be obtained prior to beginning the course. The student is responsible** for identifying/finding/locating a preceptor who is appropriate for the experience. Since our students live in many cities throughout the United States, it is important to locate a preceptor and site that best suits your educational needs. You should begin interviewing and delineating appropriate preceptors and sites upon entering the program.

Students planning to register for a clinical/practicum course will not be allowed to register until Step 1 (DocuSign) is complete and submitted.

### **ONBOARDING & CLINICAL PLACEMENT**

It is the student's responsibility to adhere to the policies and procedures of their clinical/practicum site. Graduate program 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 additional 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 QUALIFICATION**

To assure that you are able to fulfill your obligations for the course, it is important for you to carefully screen and select a preceptor who has the time to devote to you and is willing to allow hands-on practice and opportunities to complete clinical/practicum competencies as appropriate for each course. See the Graduate Nursing Resource page for a complete list of qualifications per nurse practitioner option and clinical course. Nurse Educator and Nursing Administration students, see page 26 and contact program director for all questions related to practicum experience and preceptor qualifications.

### **PROCEDURE FOR OBTAINING APPROVAL OF PRECEPTOR & CLINICAL/PRACTICUM SITES**

*Please read and review.*

1. If you are unsure of any preceptor or other requirements, contact your course faculty to determine appropriateness of the preceptor for clinical/practicum experience.
2. Select your preceptor by scheduling an appointment so you can evaluate if this person is truly able to assist you in this important phase of your education. **DO NOT** contact the preceptor directly. Adhere to the appropriate channels at each specific location.
3. Discuss the course expectations with the potential preceptor and determine if preceptor can meet the expectations.
4. Students may not use any family relation as a preceptor. Any clinical/practicum hours completed with a family member will not be included in 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 fill out a new Step One for each preceptor.** Students will have deadlines to submit paperwork:
  - Spring: Nov. 1
  - Summer: March 1
  - Fall: June 1

Students are required to complete Step One submitted for an upcoming clinical/practicum course by the dates listed above.

7. The student initiates Step One in DocuSign, and Step Two is completed by the graduate program advisors.

8. Students will not be allowed to enroll/register in a clinical/practicum course without submitting Step One in DocuSign. 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. Step Two (DocuSign) must be completed by the end of the first week of classes. If it is not complete, the student may need to withdraw from the course. 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. 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 be front or backloading the semester with clinical/practicum hours. If your paperwork is not complete by the semester’s start, you need to reach out to your course instructor immediately and let him/her know where you are in the process. **Students must complete 50% (at least half) of the required clinical/practicum hours at midterm in order to receive a passing grade at midterm (this does not apply to NS 830). The remainder of the clinical/practicum hours must be completed by the end of the term in order to pass a clinical/practicum course.**
12. If your preceptor has questions concerning DocuSign, direct them to [MSNadvising@clarksoncollege.edu](mailto: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 certification.
- **Students registered for any course are expected to check their Clarkson College student email account once a week at a minimum; more frequently is strongly advised.**
- Keeping the course faculty fully apprised of your ability to complete the preceptor hours in the expected time frame. If it becomes apparent to you that your approved preceptor will be unable to meet his/her agreed upon obligations, it is your responsibility to inform the course faculty of the situation and to promptly locate an alternative preceptor under whom the expectations can be met. If it becomes apparent that the expected time frame cannot be met, it is your responsibility to drop the class after discussion with the course faculty and your advisor.
- Keeping the course faculty/advisor or director apprised of any personal crisis that arises that may prevent completion of any courses while attending Clarkson College. All faculty and administrators are well aware that certain situations may arise while students are enrolled in the graduate program and make every effort to help you decide what can and should be done about your educational responsibilities at this time of crisis. The key to any sound decision or alternative plan requires that



you make Clarkson College fully aware of your 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 you notify and discuss the situation with the course faculty, your advisor or the director of the Graduate Nursing program immediately.

- ***Personal phone calls and use of technology communication devices is prohibited in the clinical/practicum setting except in emergency situations.***

## **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 improvement 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. You are 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, you should ensure that the preceptor is willing to participate in an online, interactive appraisal of your progress.

At the end of the course, the preceptor will access the Preceptor Assessment form. It remains the student's responsibility to ensure the preceptor knows about the assessment process and how/when to locate the Preceptor Assessment form.

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, 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/practicum portion of a course, the student will have to repeat both the clinical and theory components of a 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 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:

- The preceptor must be a **licensed nurse practitioner**.
- All preceptors need to have two years' work experience as a nurse practitioner.
- Preceptor must hold a minimum of a Master of Science in Nursing degree.
- It should **not** be necessary for you to have more than one preceptor. **Students should have no more than one preceptor for the course.** If you have more than one preceptor, it usually becomes very difficult to establish the rapport necessary for a mentoring relationship, and it often dilutes the preceptor's ability to provide a fair, objective appraisal of your performance.

### Practicum Site Qualifications

Appropriate practicum site may include institutions of higher education, hospitals and/or primary care offices. If you are precepted at your current place of employment, there must be clear documentation that your work and clinical hours are separate. Clinical hours must be completed in a different area than where the student is employed.

## CONTACT INFORMATION

---

### Layna Himmelberg EdD, MSN, CNE

Director, Graduate Nursing

[himmelberg@clarksoncollege.edu](mailto:himmelberg@clarksoncollege.edu)

402.552.2776

Provides oversight for all Graduate Nursing programs.

### Pam Holtz DNP, MSN, APRN, FNP-C

Clinical Coordinator, Graduate Nursing

[holtzpam@clarksoncollege.edu](mailto:holtzpam@clarksoncollege.edu)

218.329.4749

Clinical coordination for all MSN/DNP advanced practice nursing options.

### Dr. Jayne Cromer, CRNA

Nurse Anesthesia Program Administrator

[cromerjayne@clarksoncollege.edu](mailto:cromerjayne@clarksoncollege.edu)

402.552.3621

### Megan Lane

Graduate Nursing Advisor

[LaneMegan@clarksoncollege.edu](mailto:LaneMegan@clarksoncollege.edu)

402.552.6214

Student point of contact

### Valerie Anderson, DNP, MSN-Ed, APRN, FNP-C

Assistant Director, Graduate Nursing

[andersonvalerie@clarksoncollege.edu](mailto:andersonvalerie@clarksoncollege.edu)

402.552.6137

Assists with oversight of all advanced practice nursing options.

### Liz Rogan, EdD, MSN-Ed, MA, RN, CNE

Assistant Director, Graduate Nursing

[roganliz@clarksoncollege.edu](mailto:roganliz@clarksoncollege.edu)

402.522.3587

Assists with oversight of all MSN and DNP core (i.e., non-clinical) courses, and nurse educator courses.

### Brianna Simmons

Graduate Nursing Advisor

[SimmonsBrianna@clarksoncollege.edu](mailto:SimmonsBrianna@clarksoncollege.edu)

402.552.7225

Student point of contact