Student Handbook

Graduate Nursing

2021-22 Academic Year
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 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 Master of Science in Nursing with a specialization in Nurse Anesthesia and Doctor 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

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.

Clarkson College
101 South 42 St.  Omaha, NE 68131-2739  PH 402 552 3100  TF 800 647 5500  ClarksonCollege.edu
Table of Contents

SECTION 1: WELCOME .......................................................................................................................... 4
SECTION 2: NURSING PROGRAM PHILOSOPHY ..................................................................................... 5
SECTION 3: GRADUATE NURSING DEGREE PROGRAMS ......................................................................... 6
SECTION 4: GRADUATE NURSING PROGRAM REQUIREMENTS .............................................................. 8
SECTION 5: ACADEMIC RESOURCES ..................................................................................................... 14
SECTION 6: REGISTRATION POLICIES ................................................................................................... 16
SECTION 7: GENERAL STUDENT INFORMATION ................................................................................... 20
SECTION 8: ADDITIONAL OPPORTUNITIES ........................................................................................... 24
SECTION 9: CLINICAL/PRACTICUM INFORMATION .............................................................................. 24
SECTION 10: CONTACTS .......................................................................................................................... 29

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:

- State the Mission and Values of Clarkson College with the outcomes of the Graduate Nursing program.
- Provide an overview of the Graduate Nursing curricula.
- Specify actions and responsibilities involving you and the College that will ensure smooth transitions into and through the components of the program.
- Assist all students 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

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 provides 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 those nursing professionals who already have earned a graduate degree in nursing, each of these options may be completed as a post-graduate certificate.

MASTER OF SCIENCE IN NURSING PROGRAM OUTCOMES
Upon completion of the degree requirements for the MSN, the graduate will 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: RN TO MSN
The RN to MSN program option 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.

PROGRAM OPTION: 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.

PROGRAM OPTION: 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.

PROGRAM OPTION: 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.

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 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
COA – Nurse Anesthetist Graduate Standards (starting p. 17)

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 role. The Post-Master’s 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 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 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.

PROGRAM OPTION: 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.

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 years. This includes time spent on leave of absence. Students who do not complete within seven years must reapply for admission. Students may refer to Course Completion Policy AA17 and Leave of Absence Policy AA-30.
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 grading scale is used in all graduate courses. There is no “rounding” up of grades or scores in the Graduate Nursing program/options:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100% – 98%</td>
</tr>
<tr>
<td>A</td>
<td>97.99% – 94%</td>
</tr>
<tr>
<td>A-</td>
<td>93.99% – 90%</td>
</tr>
<tr>
<td>B+</td>
<td>89.99% – 86%</td>
</tr>
<tr>
<td>B</td>
<td>85.99% – 83%</td>
</tr>
<tr>
<td>B-</td>
<td>82.99% – 80%</td>
</tr>
<tr>
<td>C</td>
<td>79.99% – 70%</td>
</tr>
<tr>
<td>D</td>
<td>69.99% – 60%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 59.99%</td>
</tr>
</tbody>
</table>

* An A+ is only reflected on the transcript, it does not get calculated as such into the GPA.

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.
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 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 major course. After receiving a WF in a major, the student must repeat the course for a grade.

A student may WF from only two major or support courses during his/her current program of study. A 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.

Graduate Nursing students who are not passing any graduate level course at the semester’s midpoint will receive an email from the Success Center. The email will remind students about the resources available.
WRITTEN EXAMINATIONS
Written examinations are given in clinical courses to prepare the student for certification boards using the certification examination design approach. All examinations are online, timed and administered one question per page. Exams are completed using LockDown Browser and a webcam for testing surveillance.

Using LockDown Browser and Webcam for Online Testing
Written exams in clinical 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 (SW-18).

No group testing is allowed.

It is the student’s responsibility to find a quiet place with a reliable internet connection where he or she will not be disturbed.

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 four-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 four-day period.
• All exam dates (i.e., open day/time and close day/time) will be provided to all students at the beginning of the semester in the course calendar, course syllabus and elsewhere as necessary (e.g., announcements in Canvas).

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
Course faculty will be happy to meet with students regarding any questions about the completed exam. They will not provide correct answers for exam items following closure of an exam but will instead provide a reference to where the information/content was presented, read or otherwise provided.
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: The course faculty member will grant extensions on a case-by-case basis if notified ahead of time. Students should notify the faculty member PRIOR TO the designated deadline if unable to meet the deadline.

EVALUATION METHODS

A variety of evaluation methods are used in this course (e.g., exams, discussion, quizzes, papers, Zoom meetings, journals, simulation, 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)](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 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 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.”

EDUCATIONAL CONTRACTS

The Graduate Nursing department uses educational contracts for student accountability if and when a student has any of the following circumstances: low or diminishing participation in courses, 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 the students be successful in courses.

HEALTH & SAFETY REQUIREMENTS

All Graduate Nursing students—regardless of educational track—must complete the appropriate program/option health and safety requirements upon admission to the College. Information will be sent to the student once s/he is formally accepted into the program about creating an online CastleBranch account. 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. CastleBranch will send reminders and updates to your Clarkson College email when items are due or require your attention. **Graduate Nursing students who fail to maintain their Castle Branch account (i.e., update certifications, licensure, or other information) will be blocked from their online classes.** All questions regarding this requirement should be directed to the Graduate Nursing program 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 themselves from certain conditions of risk they may be exposed to, it is essential for Graduate Nursing students to complete specific health and safety requirements according to his or her 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 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:** 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 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 Ø.

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

GRADUATION REQUIREMENTS
Graduate Nursing 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.
Academic Resources

Graduate Nursing students make use of many resources and procedures 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 a Graduate Nursing academic advisor as they begin coursework at Clarkson College. Students are responsible for making an appointment with the designated advisor prior to the first semester to discuss registration, course sequence and degree option. A course sequencing plan will be developed to assist Graduate Nursing students in the registration process. Each subsequent semester, the student is expected to contact his or her 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. Graduate Nursing academic advisors along with the program coordinators 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.

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.
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 or by calling 402.552.2693 or 800.647.5500, ext. 22693.

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
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 their online courses. It is the student’s responsibility to access each course site and download a copy of the syllabus for each course in which they are registered that semester.

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

American Organization for Nursing Leadership
- Certification in Executive Nursing Practice
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 students to register for courses or change registrations prior to the Friday before the first day of the term. 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 Clinical/Practicum Site & 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.

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). Students who require 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 Clarkson College email one time. After this email notification, the student has 72 hours 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 identifies conflicts in required major 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 PowerCAMPUS Self-Service 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 will be submitted to your advisor and the Registrar’s office for approval.

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 the Clinical/Practicum Site & Preceptor Agreement Form by the end of the first week of a clinical/practicum course may result in the student being withdrawn from the course. The 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 in all states where its students reside, 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 (POLICY 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 (POLICY OG-4)
All Graduate Nursing courses are offered online, and students should proceed per 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 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 closes 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 Strategic Communications 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 and 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 must be obtained during the Graduate Nursing student’s first academic semester. They are available by two other methods: 1) email or 2) procuring badge when you are on campus during the first Graduate Weekend.

To obtain your student ID, send an email with your name and a digital photo (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.

Students are required to wear their Clarkson College identification badge and abide by the Graduate Nursing Student Dress Code while in the clinical practice area or participating in any practicum. 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
All Graduate Nursing students 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 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, 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**
- 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.

**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 the student’s private email or internet account may not be acceptable when using his or her Clarkson College-authorized services. 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](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 (children, pets, others in the background, etc.).
- Wear appropriate clothing.
- Sit tall during the session.
- Focus, do not text, email or eat while in the session.
- Stay during 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 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 may 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 of the petition, 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.

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, 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 Graduate Nursing program director 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. 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:** 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.
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.

**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 other program,
- in ANY other course, and/or
- for ANY other 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 zero for the submitted work and be reported per the Academic Integrity Policy (SW-25).

**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 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 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 member 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 facia 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.

**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 name of the Sigma Theta Tau International chapter at Clarkson College. Sigma is the only honor society of nursing. Omicron Epsilon hosts an induction ceremony to honor the undergraduate, graduate and community 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 in the middle of the spring semester 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 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 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 at the end of the semester, and all graduating students 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.

**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 Clarkson College Graduate Nursing students live throughout the United States, it is important to locate a preceptor and site that best suits each student’s educational needs. It is the responsibility of each student, not the College or Graduate Nursing program, to identify appropriate preceptors and/or clinical/practicum sites. The
student 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 Clinical/Practicum Site & Preceptor Agreement Form 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 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
In order to ensure his or her ability to fulfill course requirements and/or obligations, 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.

- 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 course faculty for all questions related to practicum experience and preceptor qualifications. Additional information also on page 28.

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 their program coordinator 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. 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 a new Clinical/Practicum Site & 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 Clinical/Practicum Site & Preceptor Agreement Form submitted for an upcoming clinical/practicum course by the dates listed above.

7. The student initiates the Clinical/Practicum Site & 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 Clinical/Practicum Site & 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 Clinical/Practicum Site & 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. 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 backload the semester with clinical/practicum hours. 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 NS 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.

12. 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 preceptor 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 responsibly to inform the course faculty of the situation and to promptly locate an alternate preceptor under whom the expectations can be
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/advisor or Graduate Nursing program director about any personal crisis that 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 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 director of the Graduate Nursing program.

- **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. 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 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:
- All preceptors must have two years’ work experience as a nurse educator in the academic or clinical setting or as a nursing health care administrator.
- 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 practica 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 site 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. Clinical hours must be completed in a different area than where the student is employed.
CONTACT INFORMATION

**Layna Himmelberg Ed.D., MSN, CNE**
Director, Graduate Nursing  
himmelberg@clarksoncollege.edu  
402.552.2776
*Provides oversight for all Graduate Nursing programs*

**Pam Holtz DNP, MSN, APRN, FNP-C**
Program Coordinator, Graduate Nursing  
holtzpam@clarksoncollege.edu  
218.329.4749
*Clinical coordination for all MSN/DNP advanced practice nursing options*

**Vicki Burns Ph.D., APRN-BC, CNE, LDHS**
Program Coordinator, Graduate Nursing  
burnvicki@clarksoncollege.edu  
502.759.4333
*Clinical coordination for all MSN/DNP advanced practice nursing options*

**Liz Rogan, Ed.D., MSN-Ed, MA, RN, CNE**
Assistant Director, Graduate Nursing  
roganliz@clarksoncollege.edu  
402.522.3587
*Assists with oversight of all MSN and DNP core (i.e., non-clinical) courses, and nurse educator courses*

**Adrienne Rochleau, DNP, CRNA**
Director, Nurse Anesthesia  
rochleauadrienne@clarksoncollege.edu  
402.552.6635
*Oversees the CRNA program*

**Megan Lane**
Academic Advisor  
LaneMegan@clarksoncollege.edu  
402.552.6214
*Student point of contact*

**Colleen Kocsis**
Academic Advisor  
KocisColleen@clarksoncollege.edu  
402.552.7225
*Student point of contact*