



Mississippi University
for Women

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Graduate Nursing Student Handbook

MISSISSIPPI UNIVERSITY FOR WOMEN
College of Nursing and Speech Language Pathology
Department of Graduate Nursing

Graduate Nursing Student Handbook

History of the Graduate Nursing Programs

Mississippi University for Women (MUW) is a historic university for a variety of reasons. Not only was MUW the first state-supported institution of higher learning that was established for women in the United States (1884), its graduate nursing programs have the notable distinction of being the first graduate nurse practitioner program to be approved by the Mississippi Board of Trustees of State Institutions of Higher Learning (1974). The MUW campus is centered on 114 acres of a residential neighborhood in the historic district of Columbus, with 23 of its campus buildings listed on the National Register of Historic Places.

Dr. Nancy Herban Hill founded the program initially with a family nurse practitioner plan of study, but later added both a geriatric nurse practitioner and pediatric nurse practitioner plan of study. Dr. Phyllis Werner served as the program director during the interim period that Dr. Hill was completing her nursing doctorate at the University of Alabama - Birmingham. Following Dr. Hill's retirement in 1994, Dr. Mary Pat Curtis was appointed as program director until her retirement in 2003 when Dr. Janice Unruh Davidson was appointed to the post. Dr. Patsy Smyth was a faculty member here until 2004 (1994-2004) and after a 2-year stint as Director of Western Carolina University Graduate Nursing Program, she returned as our Graduate Nursing Department Chair in August 2006. Dr. Smyth saw fit to return to her love of teaching and stepped down from the Program Chair position in July of 2011. Dr. Johnnie Sue Wijewardane was a faculty member here from 2008 through 2011 when she became Graduate Nursing Department Chair. Drs. Smyth and

Wijewardane were instrumental in working with Dean Sheila Adams in the development, approval, and implementation of the Doctorate of Nursing Practice program that began in January 2013.

Accreditation/Approval Status

MUW holds regional accreditation status through the Southern Association of Colleges and Schools and the College of Nursing & Speech Language Pathology holds national specialized accreditation status through the National League for Nursing Accrediting Commission for all nursing departments (ASN, BSN, and MSN) and through the Commission on Collegiate Nursing Education for the baccalaureate and higher degree programs. The College of Nursing & Speech Language Pathology holds membership in the American Association of Colleges of Nursing (AACN), while the Department of Graduate Nursing holds membership in the National Organization of Nurse Practitioner Faculties (NONPF). Because of the long-standing commitment of the Department of Graduate Nursing to its tradition of excellence as the first nurse practitioner program to be established at the Master's level in Mississippi, the Graduate Nursing Programs have adopted the *Essentials of Master's Education for Advanced Practice Nursing* (AACN, 2011) as well as the *National Task Force on Quality Nurse Practitioner Education Criteria for Evaluation of Nurse Practitioner Programs* (NTF, 2006), and the *Nurse Practitioner Primary Care Competencies in Specialty Areas* (NONPF, 2006) to inform its academic quality improvement process. MUW College of Nursing won the prestigious ***Nightingale Award*** in 2007 from Mississippi Nurses Association. Our Dean, Dr. Sheila Adams also won the ***Nightingale Award*** for Nurse Administrator of the year in 2007 for her stellar leadership of MUW.

Master's of Science in Nursing Program Mission and Philosophy

The purpose of the Department of Graduate Nursing is to prepare advanced practice nurses by expanding and refining a broad base of knowledge and skills from baccalaureate education, while incorporating the experiential background of the professional nurse. This purpose relates to the mission of the University by providing professional development at the graduate level, which emphasizes advanced academic preparation of specialized knowledge and competencies through the process of role mastery.

The philosophy for the Department of Graduate Nursing builds upon the philosophy of the Department of Baccalaureate Nursing. In addition, the Department of Graduate Nursing extends and refines the knowledge and competencies of baccalaureate education incorporating the experiential background of the professional nurse. Attainment of advanced knowledge and competencies occurs through the process of role mastery moving from novice to expert. The educational process is guided by three foci: primary care advanced nursing practice, and evidence based practice. Primary care emphasizes health promotion and health maintenance for individuals, families, and communities in addition to managing and monitoring acute and chronic illnesses. This diversity of care is culturally sensitive and individualized. Advanced nursing practice is autonomous and focuses on knowledge and competencies for the specialized role of the nurse practitioner. In this role the advanced practice nurse may function independently or collaboratively and is accountable as a direct provider of care. Inherent in advanced nursing practice is leadership for the purposes of improving nursing and healthcare and influencing health policy. Advanced practice leadership involves self-evaluation for continuing scholarship, professional growth, and excellence in practice. Therefore, the advanced practice nurse is prepared to pursue doctoral

education. Evidence based practice provides opportunity for integration of nursing research, primary care, and healthcare leadership, with the science of nursing. Advanced nursing practice in primary care includes application of evidence based practice to increase understanding of primary care nursing phenomena and develop improved modalities of care, and to provide the basis for health policy change.

Graduate Nursing Goals

1. To maintain high quality graduate nursing programs of excellence that emphasize advanced practice and leadership preparation for professional nurses.
2. To attract and retain a high-quality, diverse student body that contributes to the role mastery and leadership development of advanced practice nurses in order to better meet the needs of an ever-changing healthcare environment.
3. To preserve commitment to the historical tradition of excellence in advanced practice nursing education for diverse constituencies of interest including MUW nursing alumni, faculty, and staff as well as area healthcare consumers, employers, and providers.
4. To foster expert professional development for advanced practice nurses in order to facilitate the health policy leadership and nursing scholarship needed to impact healthcare primarily in rural and/or underserved areas of our region, state, and nation.

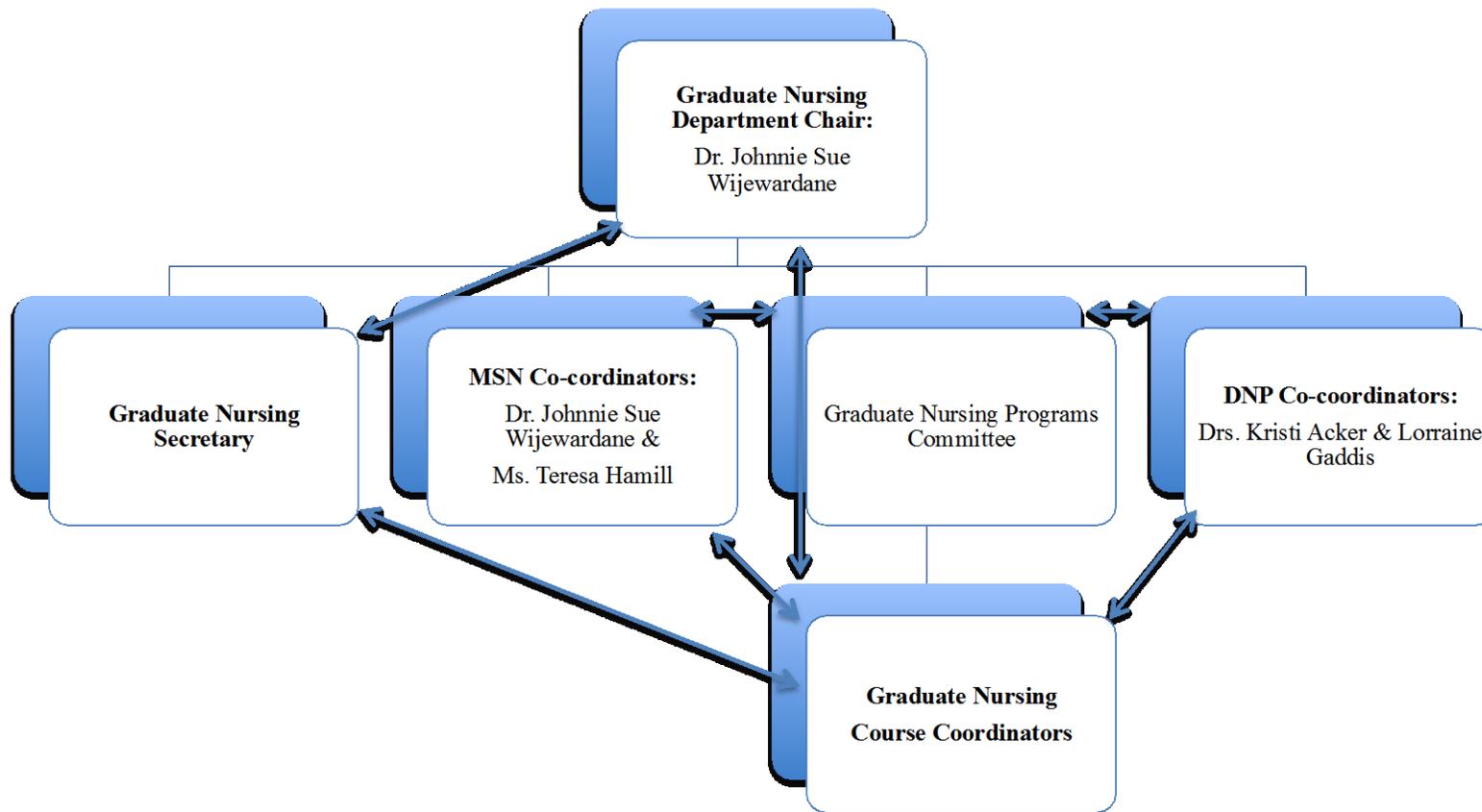
Department of Graduate Nursing Expected Outcomes

The Department of Graduate Nursing programs are designed to prepare Advanced Practice Nurses who will:

1. Synthesize advanced knowledge of the humanities with biophysical and behavioral sciences as they influence the healthcare system and role development.

2. Integrate theoretical and research knowledge from evidence based practice into primary healthcare.
3. Conduct scientific investigation of issues relevant to primary healthcare and the advanced nurse practice role.
4. Demonstrate responsibility and accountability for provision of quality healthcare.
5. Employ an interdisciplinary team approach for the improvement of healthcare delivery.
6. Self-evaluate continuing scholarship, professional growth, and role mastery.
7. Demonstrate advanced competencies for the specialized role of the nurse practitioner.

Department of Graduate Nursing Organizational Chart



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 Chart Legend:
 Reporting Relationship

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 Communication Channel
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Department of Graduate Nursing Procedures

Information regarding admission policies to the Department of Graduate Nursing can be found summarized on the Department of Graduate Nursing brochure. Further information regarding graduate nursing study, applications for admission, and applications for financial scholarships may be secured by writing the Department of Graduate Nursing, 1100 College Street – MUW #910, Mississippi University for Women, Columbus, Mississippi 39701 or by visiting the MUW homepage at www.muw.edu

Graduate Admission Procedures

- Applicants must have official transcripts of undergraduate and graduate work from each institution they have attended sent to the Department of Graduate Nursing. Applicants who have not completed undergraduate degree requirements at the time of initial application should supply official transcripts showing the latest semester of coursework completed. However, a complete official transcript showing all undergraduate work attempted and the degree earned must be provided prior to registration.
- Applicants are urged to complete required examinations well in advance of their admission. The Graduate Record Examination (GRE) score, if required, must have been taken within the past five years.
- Acknowledgment/Reminder emails will be sent out periodically to update completion of admission requirements. Applicants should contact the Department of Graduate Nursing Secretary (662-329-7323) in the spring to schedule the interview.
- An official letter of notification from the Office of Graduate Studies will be sent to applicants regarding the outcome of their admission status to the Department of Graduate Nursing.
- Applicants who do not enroll in coursework but who wish to keep their records current should submit a written request to the Department of Graduate Nursing stating that they would like for their application to be kept on file for a minimum of one year after the designated term for admission.
- Graduate students may be admitted conditionally. Credits earned while a student holds a conditional status may count toward the degree program only if all admission requirements are met within the stated time periods.

Admission of Non-Degree Students

Students who are not formally pursuing a graduate degree and who wish to enroll in any graduate course must submit a formal application for admission and an official transcript to the Office of Graduate Studies, 1100 College Street – MUW #280, Mississippi University for Women, Columbus, MS, 39701 (662-329-7110). Seating in graduate courses is subject to space availability and will require prior approval from the Graduate Nursing Chairperson.

Graduate Nursing Admission Policies

Students requesting admission to the Department of Graduate Nursing must fulfill the following:

1. Meet criteria for admission to Graduate Studies.
2. Hold a BSN degree from an academic institution with national and regional accreditation.
3. Hold an unencumbered Mississippi registered nurse (RN) license or have unencumbered authority to practice as a RN via the Multistate Licensure Compact.
4. Have practiced a minimum of two (2) years as a registered nurse.
5. Have completed an Advanced Pathophysiology graduate course.
6. *Have a cumulative GPA in undergraduate courses of 3.0 on a 4.0 scale.
7. Have a current GRE score (within last five years) for generic students.
8. Show evidence of professional leadership and foundational research skills (transcript, publication, or documented experience).
9. Have credit in an undergraduate statistics course with a minimum grade of "C".
10. Complete a personal interview with graduate nursing faculty.
11. Clinical prerequisites:
 - a. Physical exam.

- b. Meet all immunization requirements of the university.
- c. Hepatitis immunization or signed waiver statement.
- d. Current CPR Certification.
- e. Criminal background check report (according to current state legislation, a signed and notarized affidavit is accepted in lieu of this requirement).
- f. Drug screen
- g. Car insurance
- h. Malpractice insurance as a nurse practitioner student.
- i. Attendance at graduate nursing workshops: OSHA Universal Precautions and HIPAA (offered at orientation).

*Students with less than a cumulative 3.0 GPA may be admitted conditionally.

Post- Graduate APRN (RN to NP and NP to FNP) Certificate Admission Policies

1. Meet criteria for admission to Graduate Studies (including GRE).
2. Hold a MSN degree from an academic institution with national and regional accreditation.
3. Hold an unencumbered Mississippi registered nurse (RN) license or have unencumbered authority to practice as a RN via the Multistate Licensure Compact.
4. Complete a personal interview with graduate nursing faculty.
5. Have a graduate level Advanced Pathophysiology Course
6. Clinical prerequisites:
 - a. Physical exam.
 - b. Meet all immunization requirements of the university.
 - c. Hepatitis immunization or signed waiver statement.

- d. Seasonal Flu Shot
- e. TB Quantiferon Gold Blood Test
- f. Current CPR Certification.
- g. Criminal background check report (according to current state legislation, a signed and notarized affidavit is accepted in lieu of this requirement).
- h. Drug screen
- i. Car insurance
- j. Malpractice insurance as a nurse practitioner student.
- k. Attendance at MUW workshop: OSHA Universal Precautions (offered at orientation).

Post-Graduate (MSN-NP) Certificate Admission Policies

1. Meet criteria for admission to Graduate Studies (including GRE).
2. Hold a MSN degree from an academic institution with national and regional accreditation.
3. Hold an unencumbered license to practice as a registered nurse (RN) in the United States.
4. Complete a personal interview with graduate nursing faculty.
5. Hold current national board certification as a nurse practitioner in a specialty other than intended plan of study.
6. Clinical prerequisites:
 - a. Physical exam.
 - b. Meet all immunization requirements of the university.
 - c. Hepatitis immunization or signed waiver statement.
 - d. Seasonal Flu Shot

- e. TB Quantiferon Gold Blood Test
- f. Current CPR Certification.
- g. Criminal background check report (according to current state legislation, a signed and notarized affidavit is accepted in lieu of this requirement).
- h. Car insurance
- i. Malpractice insurance as a nurse practitioner student.
- j. Attendance at graduate nursing workshops: OSHA Universal Precautions and HIPAA (offered at orientation).

Graduate Nursing Admission and Progression Policies

Admission: Admission to the Department of Graduate Nursing is competitive. Decisions regarding admission are made during the months of April and May. In order to be considered for admission at this time, candidates must have completed the application process by **April 1**, including submission of official transcripts verifying completion of all prerequisites, three written letters of references, an official copy of the GRE score, and a scheduled interview with graduate nursing faculty.

Progression: Graduate Nursing Progression Policy is as follows:

1. An overall Grade Point Average of 3.0 on a 4.0 scale must be maintained.
2. A minimum grade of "B" in each clinical course is required. If the average of either the didactic or clinic component of a clinical course is below "B," the lower grade will be awarded and considered failing.
3. A minimum grade of "C" in all non-clinical nursing courses is required, not to exceed six (6) credit hours of "C" grades.
4. Failure to progress satisfactorily according to the above policies warrants the need for student readmission through the Department of Graduate Nursing.
5. Readmission may be considered only once.
6. Readmission will depend upon overall deficiencies and available space.
7. Any required course not successfully completed on the second attempt will result in exclusion from the program. Only one (1) clinical course may be repeated.
8. Unsafe practice or unethical, illegal, or unprofessional conduct is cause for dismissal. Students dismissed for such cause will not be eligible for readmission.
9. Student will be dismissed after four absences excused or unexcused.

Graduate Nursing Grading Policies

Graduate degree credit is granted only for graduate level courses in which the student's grade is A, B, or C. However, the student must earn a cumulative 3.0 GPA or higher on all academic courses included in his or her approved degree program and a cumulative 3.0 GPA or higher on all graduate courses attempted. No more than six semester hours of graduate credit evaluated as C may be applied toward a graduate degree. The Department of Graduate Nursing uses a 90-80-70 grading standard for didactic courses, but applies a higher grading standard for all required courses with clinical components due to the unique practice focus of the profession. Specific grading scale standards for each course are detailed in each course syllabus.

Graduate Nursing Academic Calendar

The MSN degree requires satisfactory completion of the courses shown below. The post-master's (MSN-RN) option requires satisfactory completion of the (*) APN coursework. The post-master's (MSN-NP) option requires satisfactory completion of the ([⊥]) role specialization coursework. The distribution of didactic and clinic hours is indicated in parentheses following total course credits, while the ratio of credit to contact hours for clinical courses is 1:4.5, as stated in course syllabi.

- NU 513- ADVANCED PATHOPHYSIOLOGY 3(3,0)**

** Prerequisite course or taken from another institution that offers the course.

Fall Semester:

- NU 502 - ADVANCED THEORETICAL ISSUES IN NURSING AND ETHICS 2(2,0)
- NU 503*- ADVANCED HEALTH ASSESSMENT[⊥] 3(3,0)
- NU 503L*- ADVANCED HEALTH ASSESSMENT LAB [⊥] (2)

- NU 508 - ADVANCED NURSING RESEARCH AND EVIDENCE BASED PRACTICE STRATEGIES 3(3,0)
- NU 521* SCIENCE OF DIAGNOSTIC REASONING 3(3, 0)

Spring Semester:

- NU 501*- ADVANCED PHARMACOLOGY 3(3,0)
- NU 505*- PRIMARY CARE MANAGEMENT I[±] 3(3)
- Nu 505L- PRIMARY CARE MANAGEMENT I LAB [±] (4)
- NU 550*- ADVANCED PRIMARY CARE PROCEDURES 2(2,0)
- NU 597 - CLINICAL RESEARCH PROJECT 1(1,0)

Summer Semester:

- NU 506*- PRIMARY CARE MANAGEMENT II[±] (2)
- NU 506*- PRIMARY CARE MANAGEMENT II[±] (4)
- NU 512*- ADVANCED PRACTICE ROLE DEVELOPMENT 2(2,0)
- NU 516*- PRIMARY CARE OF FAMILIES AND COMMUNITIES 2(2,0)
- NU 570 - ADVANCED HEALTHCARE POLICY AND POLITICS 2(2,0)
- NU 597 - CLINICAL RESEARCH PROJECT 1(1,0)

MSN Degree Completion Requirements

In addition to the general degree requirements (see “Academic Policies and Procedure” and “Academic Programs” in bulletin) and curriculum requirements noted below, the student must successfully complete:

1. A minimum of 39 semester hours of approved graduate credit to include:
 - A minimum of 11 hours of MSN core coursework,
 - A minimum of 10 hours of APN core coursework, and

- A minimum of 18 hours of role specialization coursework.
2. A clinical research project or thesis defense.
 3. A comprehensive examination.

DEPARTMENT OF GRADUATE NURSING

The MUW Graduate Nursing Program was established in 1974 to offer a plan of study leading to a Master of Science in Nursing (MSN) degree. This historic program has maintained full nursing accreditation status since its initial accreditation. Currently there are three clinical tracks leading to eligibility to sit for national board certification as a Family Nurse Practitioner (FNP), Psychiatric Mental Health Nurse Practitioner (PMHNP) or Geriatric Nurse Practitioner (GNP). There are also two post-master certificate options: one for individuals who are not nurse practitioners but hold a Master of Science in Nursing degree (the MSN-RN option), and one for nurse practitioners who hold a Master of Science in Nursing degree but are nationally certified in another specialty (the MSN-NP option).

PROGRAMS OF STUDY

The NP program is 12 months in length and includes 39 graduate credit hours required for a master's degree. **No more than six semester hours of approved course work may be transferred for credit.** Classes usually meet on Mondays (according to the academic calendar) with some Tuesday workshops. For the post-master options, required coursework is dependent upon graduate transcribed coursework and remaining deficiencies identified during the interview. Clinical experiences are arranged in the learner's geographic area by clinical faculty and total 672 hours. The ratio of clinical credit hours to practice time is set at a 1:4 ratio for assessment course and 1:4.5 in the management courses in the graduate nursing curriculum.

ADMISSION REQUIREMENTS

Master of Science in Nursing:

- Baccalaureate of Science in Nursing (BSN) from an academic institution with national and regional accreditation
- Advanced Pathophysiology is now a prerequisite course with a minimum grade of "C"
- Unencumbered MS RN license or have unencumbered authority to practice as a RN via the Multistate Licensure Compact
- Practice experience of at least two years as a registered nurse
- Evidence of professional leadership and foundational research skills
- Credit in undergraduate statistics course with a minimum grade of "C"
- A current (within last five years) score on the Graduate Record Exam (GRE)
- Three written letters of reference
- Pass a criminal background check and drug screening
- A minimum cumulative grade point average (GPA) of 3.0 on 4.0 scale in undergraduate courses
- A personal interview with graduate nursing faculty

Post-Graduate APRN Certificate (RN-FNP Option):

- Master of Science in Nursing
- Unencumbered nursing license
- Three written letters of reference
- Pass a criminal background check & drug screening
- A personal interview with graduate nursing faculty

Post-Graduate APRN Certificate (NP-FNP Option):

- Master of Science in Nursing
- Unencumbered nursing license
- Three written letters of reference
- Evidence of current national board certification
- Pass a criminal background check & drug screening
- A personal interview with graduate nursing

ADMISSION REQUIREMENTS

Information regarding the Department of Graduate Nursing programs and applications for admission may be secured by writing to: **Department of Graduate Nursing, Mississippi University for Women, 1100 College St. MUW-910, Columbus, MS 39701-5800**

Applicants to the Department of Graduate Nursing must meet General Admission Requirements and Graduate Admission Procedures noted in the *Graduate Studies Bulletin* including **all official transcripts** of undergraduate and graduate work from all

institutions attended \$25.00 application fee, and immunization requirements sent to the Department of Graduate Nursing. Application deadline is **April 1**; however seats may already be filled. It is best to apply early.

TUITION AND FEES		ADDITIONAL EXPENSES	
➤ In-state fees per semester (FT)	\$ 2,211.50*	The following expenses represent a cost of approximation:	
➤ Out-of-state fees per semester (FT)	\$ 6,025.50*	➤ Medical Books (for entire program of study)	\$ 2,500.00
➤ In-state part-time fees per semester hour	\$ 245.70*	➤ Equipment (for clinic practice)	\$ 1,000.00
➤ Out-of-state part-time fees per semester	\$ 669.45*	➤ Certification Application and Review Course	\$ 650.00
		➤ Malpractice Insurance	\$ 250.00-up

**Note: Fees subject to change*

FINANCIAL ASSISTANCE

Students seeking a Master of Science in Nursing may apply for financial assistance in the form of loans, scholarships, or stipends (601-898-0850) or foundation@msnurses.org. For more information, please call the Office of Financial Aid (662) 329-7114. For Mississippi Resident Only: Please visit IHL site below after January to apply for scholarships. www.ihl.state.ms.us/financialaid/nursing.html

OVERVIEW OF EACH TRACT:

MUW Post Graduate APRN Certificate (RN to FNP and NP to FNP tracks)

Fall I	Spring I	Summer I
NU 503 Advanced Health Assessment (3 credits)*#	NU 501 Advanced Pharmacology* NU 505 Primary Care Management I (3 credits)*#	NU 506 Primary Care Management II (2 credits)*#
NU 503L Advanced Health Assessment Clinical (2 credits/135 clock hours)*#	NU 505L Primary Care Management I Clinical (4 credits/270 clock hours)*#	NU 506L Primary Care Management II Clinical (4 credits/270 clock hours)*#
NU 521 Science of Diagnostic Reasoning (3 credits)*#	NU 550 Advanced Primary Care Procedures (2 credits)*	NU 512 Advanced Practice Role Development (2 credits)*
(NU 513 Advanced Pathophysiology, 3 credits or equivalent required as pre-requisite)		NU 516 Population Health in Advanced Nursing Practice (2 credits)*

*denotes Post Graduate RN to FNP course requirements

#denotes Post Graduate NP to FNP course requirements

MUW Post BSN to DNP and MSN to DNP Curriculum

Fall I	Spring I	Summer I
NU 503 Advanced Health Assessment (3 credits)	NU 501 Advanced Pharmacology	NU 506 Primary Care Management II (2 credits)
NU 503L Advanced Health Assessment Clinical (2 credits/135 clock hours)	NU 505 Primary Care Management I (3 credits)	NU 506L Primary Care Management II Clinical (4 credits/270 clock hours)
NU 508 Advanced Nursing Research (3 credits)	NU 505L Primary Care Management I Clinical (4 credits/270 clock hours)	NU 512 Advanced Practice Role Development (2 credits)
NU 521 Science of Diagnostic Reasoning (3 credits)	NU 550 Advanced Primary Care Procedures (2 credits)	NU 516 Population Health in Advanced Nursing Practice (2 credits)
(NU 513 Advanced Pathophysiology, 3 credits or equivalent required as pre-requisite)	NU 597 Clinical Research Project (1 Credit)	NU 597 Clinical Research Project (1 Credit)

Post BSN to DNP Continues here and MSN to DNP Entry Begins here:

Fall II	Spring II	Summer II
NU 700 Philosophy and Theory of Nursing Practice (2 credits) NU 704 Informatics and Transformation of Health (2 credits) NU 708 Standards of Evidence Based Practice (3 credits) NU 703 Biostatistics (3 credits)	NU 713 Chronic Disease in the Human (3 credits) NU 714 Population Health (3 credits) NU 750 Inter-professional Collaboration (2 credits) NU 800 DNP Project I (2 credits)	NU 799 DNP Residency I (3-4 credits) optional
Fall III	Spring III	Summer III
NU 701 Quality and Safety in Complex Health Systems (3 credits) NU 770 Health Care Policy and Economics (3 credits) NU 721 Clinical Diagnostics and Analysis (3 credits) NU 799 DNP Residency I (3-4 credits) (if not taken during Sum II)	NU 712 Leadership in Complex Health Care Systems (3 credits) NU 799 DNP Residency II (3-4 credits) NU 800 DNP Project II	

Part Time Plan of Study for 700 level courses:

Fall II	Spring II	Summer II
NU 704 Informatics and Transformation of Health (2 credits) NU 708 Standards of Evidence Based Practice (3 credits) NU 703 Biostatistics (3 credits)	NU 713 Chronic Disease in the Human (3 credits) NU 714 Population Health (3 credits)	NU 799 DNP Residency I (3-4 credits) optional
Fall III	Spring III	Summer III
NU 700 Philosophy and Theory of Nursing Practice (2 credits) NU 701 Quality and Safety in Complex Health Systems (3 credits) NU 799 DNP Residency I (3-4 credits) (if not taken during Sum II)	NU 750 Inter-professional Collaboration (2 credits) NU 800 DNP Project I (2 credits)	NU 799 DNP Residency II (3-4 credits) or NU 800 DNP Project II (2 credits) Optional
Fall IV	Spring IV	
NU 770 Health Care Policy and Economics (3 credits) NU 721 Clinical Diagnostics and Analysis (3 credits) NU 800 DNP Project II (2 credits)	NU 712 Leadership in Complex Health Care Systems (3 credits) NU 799 DNP Residency II (3-4 credits)	

GRADUATE POLICY: ACADEMIC HONESTY

Mississippi University for Women is committed to maintaining an atmosphere of intellectual integrity and academic honesty. Students enrolled in Graduate Studies at Mississippi University for Women agree to uphold the highest standards of honesty. Violation of the Honor Code is serious and subject to disciplinary action.

1. Purpose

- 1.01 The purpose of this Policy Statement is to establish written standards for what constitutes academic dishonesty by graduate students and the consequences of such behavior.
- 1.02 This policy is necessary for the protection of ideas, words, and works of students, faculty, authors, and others both published and not published.

2. Review

- 2.01 The graduate program directors and the coordinator of the Office of Graduate Studies shall review this policy by February 1 of each year. Any changes will be submitted to the graduate council for consideration with respect to revision.

3. Criteria

- 3.01 Academic dishonesty will be defined as fraudulent behavior that entails some form of deception whereby one's work or the work of others is misrepresented. This definition is purposively broad and allows for inclusion of falsification and plagiarism. **Any student who is a party to academic dishonesty is equally guilty whether having given or accepted assistance.**
- 3.02 Any graduate student's work/paper submitted to faculty for evaluation is subject to this policy.
- 3.03 For the purposes of the Office of Graduate Studies the above mentioned serious infractions of dishonesty will be defined as follows:
 - Falsification is defined as **taking credit for work done by another.** Examples include but are not limited to:
 - a. Giving or using prohibited written and/or oral information during tests, quizzes or examinations.
 - b. Stealing, buying, selling or any other use of an examination before it has been administered.
 - c. Copying ideas or facts from another's paper or work.

- d. Obtaining or giving specific information which will be on a current test before the test is administered.
- e. Deceitfully altering any assignments or the instructor's markings.
- f. Copying computer programs or writing computer programs for another student.
- g. Substituting for another person during an examination or allowing such substitution for oneself.
- h. Reporting non-empirical obtained data as empirical data.
- i. Reporting false data as to clinical experiences, hours, or clients.

Plagiarism (from a Latin word for 'kidnapper') is defined as the

presentation of someone else's ideas or words as your own.

Examples include but are not limited to:

- a. Copying a phrase, a sentence, or a longer passage from a source and passing it off as your own.
- b. Summarizing or paraphrasing someone else's ideas without acknowledging your debt.
- c. Handing in as your own work a paper you have bought, had someone else write, or copied from another student.
- d. Failing to place quotation marks around another author's words.
- e. Omitting a source citation for another's idea.

4. Prevention

- 4.01 The statements relating to this University policy will be distributed to graduate students at the beginning of their program of study.
- 4.02 The statements relating to this University policy can be found in either the student handbook, the graduate bulletin, or both.

5. Procedures for Complaint

- 5.01 Written documentation of the charge must be completed by the faculty member who makes the supposition that a violation of honesty has occurred.
- 5.02 The faculty member must council with the graduate student about the problem. If the graduate student admits to the violation, documentation by both the faculty member and the student must be completed and forwarded to the Department Chair. At this point the Department Chair may endorse the consequence for the violation. If the graduate student disagrees with the faculty member's accusation, documentation by both the faculty member and the student must be completed and forwarded to the Department Chair. The graduate student must schedule a meeting with the Department Chair, the faculty member, and the graduate student.

- 5.03 The faculty member, graduate student, and department chair will meet within five class days after the accusation of a dishonesty violation. If resolution is not achieved, the faculty member and the graduate student must schedule a meeting with the College Dean prior to this scheduled meeting.
- 5.04 The College Dean, the faculty member, and the graduate student will meet within five class days after the meeting with the Department Chair. If resolution is not achieved, the graduate student may appeal the decision.
- 5.05 The graduate student has the option of appealing the decision to the Academic Standards Board (see MUW Policy Statement 5603).

6. Consequences

- 6.01 Graduate students are in unique leadership roles and ultimately may have a great impact on society. Therefore violation, academic dishonesty, brings into question the professional character and behavior of the individual(s). Thus, the consequences for academic dishonesty will be set as either a failure in the course in which the violation occurred or expulsion from the University.
- 6.02 Graduate nursing student consequences for academic dishonesty may include exclusion from the program of study. This consequence is deemed to be acceptable because of the nature of the offense of “fraud or deceit” found in the Mississippi Board of Nursing Nurse Practice Act 73-15-29.

GRADUATE NURSING POLICY: STUDENT GRIEVANCES

The Department of Graduate Nursing adheres to the university policies concerning student grievances. Any student who has a grievance against a person or decision within the graduate nursing program should first attempt to talk directly to the person(s) involved. However, if the student continues to feel aggrieved, the next step is to schedule an informal meeting with Department of Graduate Nursing Chair within three working days of the incident. If the student wishes to initiate a formal grievance process following this meeting, it is necessary that a formal written complaint be filed with the Department of Nursing Graduate Chair within another three working days of the incident. If the issue can not be satisfactorily resolved at that level within another three working days from the date the formal complaint was filed, the written complaint and all related documentation is to be forwarded to the College Dean. Subsequent to this notification, the university grievance policy may then be activated:

1. The purpose of the Student Grievance Committee is to consider student academic grievances that have not been resolved at the program level and to make recommendations.
2. If a student believes that her/his academic rights have been violated, and the complaint has not been resolved satisfactorily at the program level, she/he may petition the Student Grievance Committee to consider the complaint. The student must make the request to the Student Grievance Committee in writing, stating the grievance and the procedure that has been followed in trying to resolve the problem.
3. If the grievance involves any member of the committee, that member will abstain from participation on the Committee while that particular grievance is being considered. The Vice President for Academic Affairs will recommend a replacement.
4. Upon receipt of a request for consideration of a grievance, the Student Grievance Committee must meet within three regularly scheduled school days to determine what data and materials to request from the student and faculty member. Such requests for materials will be made in writing from the Committee to person involved.
5. The Committee Chairman shall set a hearing time that does not conflict with the class schedules of any Committee member, student or faculty involved. All persons involved shall be notified in writing of the hearing time at least three days to the date of the hearing.
6. Evidence and background material concerning a case should be submitted to the Committee at least three days prior to the hearing. This will allow the Committee adequate time to examine the facts prior to being required to make a decision on the matter.
7. At the time of the hearing, the student appearing before the Grievance Committee has the right to have a representative or advisor of her/his choice at the meeting. The student and faculty member will be given full opportunity to present evidence and

- witnesses that are relevant to the issue at hand. Evidence introduced at the hearing must be confined to the particular ground or charge that has been predicated.
8. The decision of the Committee must be based on sufficient and credible evidence. The decision will be made by the Committee in closed session. All persons involved in the grievance will be notified in writing of the decision of the Committee within one week of the hearing.
 9. Decisions made by the Committee must be immediately enforced by both faculty and students; however, both students and faculty have “right of appeal”.
 10. The final level of appeal for both students and faculty members will be the President of the University.

GRADUATE NURSING POLICY: COMPREHENSIVE EXAMS

The purpose of the comprehensive examination is to evaluate the level of knowledge reflecting competence in the domains of nurse practitioner practice. Additional content ascribed as essential for graduate education will be included. The evaluative process will progress as follows:

1. During the last semester of course work, the graduate student will be given a comprehensive exam which includes 180 questions prepared by the graduate faculty. Questions will be designed to address content related to core (3) and area of specialization (2) curriculum.
2. The graduate student will have four hours to respond to the questions (this is the same allotted time for certification exams).
3. Questions/responses will be reviewed by the faculty and a statistical analysis will be performed on the questions.
4. Passing of the examination will be determined by achievement of a pass grade on the comprehensive exam.
5. Students who fails the exam will be referred to the policy for retaking the examination.

Reviewed & Approved Graduate Council: 9/07

STUDY GUIDE FOR COMPREHENSIVE EXAMINATION

All didactic class work is included in the comprehensive examination. Questions will cover Family Assessment, theory, research, diagnostic reasoning, pharmacology, primary care, health promotion, cultural concepts, and mathematical calculations. The questions will be similar in format to certifications examination questions with a multiple choice format. The mathematical questions will be based on the prescribing calculations for practice and include the writing of prescriptions. Both segments of the exam must be passed in order for the comprehensive exam to be successfully passed.

GRADUATE POLICY: FAILURE TO PASS WRITTEN COMPREHENSIVE EXAMS

1. PURPOSE

- 1.01 The purpose of this policy is to establish written standards for the consequences of failure to pass written comprehensive examinations. This standard is to ensure Mississippi University for Women's commitment to excellence.
- 1.02 Established written policies are necessary to provide legal protection for the student, the faculty, and the University.

2. REVIEW

- 2.01 The Graduate Council shall review this policy as needed. Any changes will be submitted to the appropriate administrator of the University.

3. CRITERIA

- 3.01 Each graduate program will have an evaluative process in place which identified content area, number of questions, and what constitutes failure for comprehensive examinations.
- 3.02 Students who fail the written comprehensive examination on the first write will have:
 1. Opportunity to repeat the comprehensive exam on content/questions identified by faculty.
 2. Time and date of the repeat examination as determined by the program director.
- 3.03 In the event the student fails the second comprehensive examination the consequences are
 1. Failure to graduate on the original date.
 2. Register for and successfully complete a Special Topics course (2hrs) to be designed as a review course for comprehensive examination. This course must be taken during the semester following the semester in which failure occurred.
 3. Enrollment in at least a one hour course within the University each semester until the completion of degree.
 4. Pass a comprehensive exam within one year after the first failure.
- 3.04 Failure to pass the third comprehensive exam will result in exclusion from the graduate program.

Approved Graduate Council: 9/07

Policies Regarding Clinical Preceptorships

The Department of Graduate Nursing adheres to the Criteria set forth by the National Organization of Nurse Practitioner Faculties (NONPF) in formulating preceptorship policies that govern the clinical progression of students through the curriculum. To that end, the Advanced Practice Coordinator (APC) is responsible for the negotiation and supervision of clinical affiliation agreements and related preceptorship communication and documentation.

Graduate Nursing Student Responsibilities

- Provide current documentation of all required health and immunization, nursing licensure, preceptor credentials, CPR certification, malpractice insurance and criminal background affidavit prior to beginning clinical rotations.
- Once preceptorship is approved, contact the preceptor to arrange a mutually agreeable clinical schedule with the preceptor.
- Deliver/request completed preceptor credential form and signed affiliation agreement to/from preceptor for documentation in program files.
- Develop personal learning objectives for each clinical date and share in writing with preceptor/faculty.
- Integrate personal learning objectives with course objectives.
- Observe policies of the clinical agency.
- Communicate each week with preceptor/faculty to keep informed of progress.
- Confer with preceptor/faculty when experience is not meeting the learning objectives.
- Adhere to the standards and scope of professional practice.
- Demonstrate professional accountability in clinical attendance, preparation for clinical activities, and performance in the clinical site.
- Ethically submit documentation regarding clinical hours earned on site each clinical day to preceptor for validation and to faculty for documentation.

Graduate Nursing Faculty Responsibilities

- Reviews all student health and immunization records, nursing licensure, CPR certification, malpractice insurance, and criminal background affidavit prior to placement in clinical sites.
- Validates head to toe assessment skills of each student prior to placement in initial clinical rotation during first semester of study.
- Is available to clinical students and their preceptors by telephone on all assigned clinical dates.
- Reviews clinical logs and related papers to assess individual performance progress and provides feedback to students.
- Meets regularly with each student to review clinical performance objectives and discuss individual performance progress.
- Reviews student documentation of clinical hours earned on site each clinical day and files evidence in student record.
- Conducts on-site clinical visits at mid-term and semester's end for all students to monitor individual performance progress and evaluate achievement of course objectives.
- Confers with clinical preceptors during on-site visits and as needed to discuss student clinical performance.
- Completes a formative evaluation of clinical preceptors following mid-term on-site visit.
- Completes a summative evaluation of student following mid-term and semester's end on-site visits.

Graduate Nursing Preceptor Responsibilities and Requirements

- Return completed preceptor credential form and signed affiliation agreement to student for documentation in program files.
- A clinical preceptor must have 2 years experience as a NP to serve as a preceptor and must be licensed in the states of practice as well as nationally certified.
- Orient the student to the clinical site and agency policies.
- Facilitate an informal, collaborative and mutually respectful environment in which to learn.

- Be an expert role model.
- Act as a clinical resource and support person.
- Provide ongoing feedback to improve student assessment and management skills in a respectful, confidential manner.
- Provide valuable and evidence based learning experiences with appropriate patient populations.
- Encourage participation in interdisciplinary efforts.
- Guide the student to pace the learning experiences to meet the patient population and clinical site needs.
- Draw on the student's past experiences and education.
- Direct the student to resources and readings.
- Notify faculty of any concerns about student behavior, clinical skills and/or student progression.
- Validate clinical hours on site each clinical day.
- Provide a summative evaluation regarding the student's performance to the program for documentation in the student record.

When meeting with potential preceptors, please refer to the following forms found on Blackboard/LMS:

- ✓ Graduate Nursing Letter to Preceptor
- ✓ Graduate Nursing Affiliation Agreement
- ✓ NP Administrative Clinical Site Evaluation Form
- ✓ NP Clinical Site Preceptor Data Form
- ✓ NP Preceptor Evaluation Form
- ✓ Graduate Student Information Sheet
- ✓ Student Agreement Form
- ✓ Graduate Nursing Faculty Clinical Contact Information

Dear Preceptor,

On behalf of the faculty of the Department of Graduate Nursing Program at Mississippi University for Women (MUW), I am writing to thank you and your facility personnel for agreeing to precept our nurse practitioner student(s) this academic year. Having completed an in-depth assessment check-off, the purpose of this clinical practicum is to allow students the opportunity to practice with healthcare providers who can facilitate student progress from advanced physical assessment of patients through clinical management, health promotion/disease prevention, and related clinical preventive care of acute and chronic conditions as eventual primary care providers.

A copy of the course syllabus that contains the course description, learning objectives and topical outline is enclosed for your review. Additional information in this packet includes:

- Sample clinical log (the student will complete six for the semester, with a focus on targeted areas of the physical exam).
- The calendar on which you will sign each day to verify the student's hours of attendance in your clinical facility
- An affiliation agreement that summarizes mutual needs and commitments between the school, student, and preceptor.

The faculty will regularly review the student clinical logs, visit the student in the clinical setting at midterm and/or final check-offs during the semester, and will have the responsibility of assigning the final grade for the course. We ask that you provide consultation to the student during the clinical day to monitor progress and provide feedback. There will be an evaluation for you to complete at the end of the semester to provide feedback regarding student performance in your capacity as clinical preceptor. In addition, you may receive a letter of verification of hours served as clinical preceptor for recertification documentation.

If you have any questions or concerns at any time during the semester, please do not hesitate to contact the Graduate Nursing Chair.

Dr. Johnnie Sue Wijewardane, PhD, APRN, FNP-BC
College of Nursing and Speech Language Pathology
Department of Graduate Nursing, Chair
Office Number 662-329-7323
Fax Number 662-329-7372
jswijewardane@muw.edu

Again, I want to thank you for your dedication to the education of these healthcare providers. The student whom you will be supervising is:

The student's graduate faculty advisor is:

_____ Telephone: _____

Sincerely,

Dr. Johnnie Sue Wijewardane
College of Nursing and Speech Language Pathology
Department of Graduate Nursing, Chair

**AFFILIATION AGREEMENT
BETWEEN
MISSISSIPPI UNIVERSITY FOR WOMEN
AND**

Preceptor's Clinic Name and Address

The basic premises of this association are interest in quality healthcare education and services based on mutual good will and agreement to share what each has to offer while pursuing individual philosophy, objectives, and uniqueness. This cooperative agreement for clinical experience relevant to the nurse practitioner role is between Mississippi University for Women through a representative from the College of Nursing and Speech Language Pathology Dean, Graduate Nursing Chair, or designated Graduate nursing faculty (herein after referred to as the SCHOOL, and _____ (hereinafter referred to as the PRECEPTOR).

Preceptor Name (Please Print)

Neither SCHOOL nor the PRECEPTOR will be responsible for any expenses incurred by the graduate student. This agreement is effective beginning _____ and shall continue until termination by either party. **Date**

It is hereby agreed by the SCHOOL that:

1. The graduate student has a current: Unencumbered registered nursing license, malpractice insurance and certificates of immunizations, OSHA, HIPAA and BLS.
2. A faculty representative will evaluate the student's clinical skills.
3. A faculty representative will conference with the preceptor.
4. The graduate will implement the nurse practitioner role within scope of practice boundaries.
5. The graduate student is not considered an employee of the preceptor, nor the affiliated site, and is therefore not to be compensated for services rendered.
6. The School will provide course syllabi and clinical objectives as guidelines.

It is hereby agreed by the PRECEPTOR that:

1. The preceptor will have an unencumbered license with certification to practice.
2. The graduate student will have "hands-on" access to the preceptor's patients.
3. The preceptor will instruct, validate, and collaborate with the student.
4. The preceptor will monitor progress of the student and may document same.
5. The preceptor is not considered an employee of the School and is therefore not compensated for services rendered; however, verification of hours served as a preceptor will be provided upon request for recertification documentation.
6. The preceptor will consult with graduate faculty regarding the student's progress.

**Mississippi University for Women,
Representative**

Date: _____

Preceptor Signature and Date

Student Signature and Date

MISSISSIPPI UNIVERSITY FOR WOMEN
Department of Graduate Nursing
NP Administrative Clinical Site Evaluation*

Clinic Name: _____ **Semester:** _____

Preceptor Name: _____ **Student Name:** _____

Completed by: _____

Evaluation Criterion:	YES	NO	N/A	COMMENTS:
1) Is adequate space available for teaching/learning purposes?				
2) Is adequate time allowed to see clients for teaching/learning purposes?				
3) Are there sufficient numbers and diversity of clients?				
4) Is the interpersonal environment conducive to learning (i.e. students feel welcome to observe and participate in care delivery, lack of territory issues or limitations on learning)?				
5) Are students given the opportunity to follow-up with clients and /or manage problems of interests?				
6) Are lab and x-ray accessible for student orders? If not, are reports at least made accessible for student follow-up?				
7) Is support staff accepting of student's role and appropriately helpful to student?				
8) Is philosophy of clinic to provide: a) Health promotion and disease prevention? b) Disease diagnosis and management? c) Both?				
9) Are instructional materials available for clients to supplement their learning (i.e. patient resources, protocol texts, lab, x-ray interpretation and prescribing references)?				
10) Are community resources, collaborative agencies, and interdisciplinary professions involved with client welfare?				

*completed prior to initiating a new clinical site and again each semester the site is in use.

NP Clinical Site Evaluation – continued on next page

NP Clinical Site Evaluation - continued

11) Clinical Site Distance:

Mileage: _____

Travel time from University: _____

Accessibility – public transportation: _____

12) Clinical Site Data:

Contact Person: _____

Preceptor(s): _____

Average Patient Encounters/Day: _____

General Comments

1) List ways this agency / individual provide optimal clinical experience for student.

2) List area in which this agency / individual needs improvement in order to provide optimal student learning.

3) Do you recommend this agency / individual for other students? YES NO

Why or why not (i.e., total score questions 1 – 10)?

**Mississippi University for Women
 College of Nursing and Speech Language Pathology
 Department of Graduate Nursing
 Advanced Practice Nursing
 NP Clinical Site Preceptor Data Form**

Name of Primary* Preceptor: _____
Name and Address of Site: _____

Home Phone: _____
E-mail: _____
Site Phone: _____
Student Name: _____

Type of Site Please Circle	Characteristics of Clients Please Circle	Experiences Available Please Check
Rural Private Community Public	Pediatric Adult Adolescent Geriatric Women's Health	In-house Lab __, X-ray __, Microscopy __, Procedures __, EPSDT __, DOT __, Sports __

Name and Credentials of Preceptor(s) at each site <i>Specify: All healthcare degrees e.g., MD, DO, MSN, etc.</i>	Practice Specialty	Certification <i>Specify: All certifying bodies & exp. dates</i>	Years of Practice in Specialty Area	Serves as Preceptor site for other Programs?	Site Accreditation Status: State <i>Licensure/Approval Provide also # of patient encounters/day</i>
(Primary Preceptor)* 1.					
2.					
3.					
4.					
5.					

MISSISSIPPI UNIVERSITY FOR WOMEN
Department of Graduate Nursing
NP Preceptor Evaluation*

Name of Preceptor: _____ **Completed by:** _____

Name of Clinic: _____

Course in which Preceptor was used: _____ **Semester:** _____

Quality Indicator		Rarely (1)	Occasionally (2)	Often (3)	N/A (✓)	Additional Comments
1)	Is available to student and reviews documentation.					
2)	Demonstrates appropriate understanding of the FNP Advanced practice role.					
3)	Serves as effective role model and encourages questions.					
4)	Encourages student to assume increasing responsibility.					
5)	Assists student in identifying goals and needs for experience.					
6)	Considers student limits according to level of preparation.					
7)	Provides timely/adequate feedback/evaluation.					
8)	Leads student through H&P, differential, decision making, and alternative management.					
9)	Provides student learning opportunities to suggest alternative therapies, health promotion activities, counseling, etc.					
10)	Suggests/provides additional learning experiences (i.e., grand rounds, ER call, dictation, collaboration with other providers, etc.)					

*to be completed by student midpoint in clinical experience and by faculty at final evaluation.

Total Hours of Supervision: _____

Preceptor's Total Score: _____

MISSISSIPPI UNIVERSITY FOR WOMEN
College of Nursing and Speech Language Pathology
Department of Graduate Nursing

Graduate Student Information Sheet

Student Name: _____
e-mail : _____

Telephone Numbers: _____ **Employer:** _____

Home _____
Work _____
Cell _____
Beeper _____

Physical Home Address: _____ **Mailing Address:** _____

Proposed Preceptor: (Family Setting—Fall, Spring, Summer)

Name: _____
Title: _____
Clinic Name: _____
Address: _____

Contact Person _____
Name and Title _____
Telephone Number _____

Proposed Preceptor: (OB Setting—Spring—one day per week)

Name: _____
Title: _____
Clinic Name: _____
Address: _____

Contact Person _____
Name and Title _____
Telephone Number: _____

Proposed Preceptor: (Pediatric Setting—Spring—one day per week)

Name: _____
Title: _____
Clinic Name: _____
Address: _____

Contact Person _____
Name and Title _____

Telephone Number _____

**MISSISSIPPI UNIVERSITY FOR WOMEN
GRADUATE NURSING PROGRAM**

STUDENT AGREEMENT FORM

I, _____ profess that I have:

1. No financial support from,
2. Supervisory capability for,
3. Job-related function for,
4. Personal relationship with preceptor, or
5. Serve on the board of any clinic where I wish to do clinical hours for my nurse practitioner program.

I further agree that I will seek follow-up for every patient that I see prior to that patient leaving the clinic.

I know that writing (calling, emailing) prescriptions without direct supervision and signature from my preceptor is a safety violation.

Any of the above commissions will result in dismissal from Mississippi University for Women without contest.

Signed:

_____ Student Date _____

_____ Advisor Date _____

Civility Policy

The purpose of the Civility Policy is to provide guidelines for the expected behavior of students enrolled in nursing programs at Mississippi University for Women (MUW). MUW nursing students are expected to maintain standards of professionalism and personal integrity and act in a manner that demonstrates civility and respect for others' welfare, both inside and outside the classroom.

The American Nurses Association's Code of Ethics (2001) states that a nurse "practices compassion and respect for the inherent dignity, worth, and uniqueness of each individual." Nurses are also expected to collaborate and communicate with peers and patients effectively (ANA, 2010). The Mississippi Board of Nursing Administrative Code also outlines unprofessional conduct that could require sanction or punishment (2012). Therefore, our nursing students are held to the same standard of professionalism and personal conduct.

Students are not to engage in disruptive behaviors. Disruptive behavior is defined as any disrespectful or uncivil conduct that interferes with teaching, learning, or classroom/clinical activities. This type of behavior makes teaching and learning difficult for others.

Such behavior can result in disciplinary warning, being removed from the classroom/building by the MUW campus police, dismissal from the program, and/or other appropriate authorized penalty in accordance with local, state, and federal law. **The instructor has the authority to determine which behaviors are disruptive to the learning environment.**

Types of disruptive behavior in the learning environment may include, but are not limited to, the following:

- Making distracting noises
- Persistent speaking without being recognized
- Repeated interruption
- Personal insults
- Physical threats
- Sarcasm
- Rudeness
- Taunting
- Profane, disrespectful, or threatening language
- Harassing, demeaning, or degrading behavior (name calling, eye rolling, heavy sighing, slurs)
- Inappropriate physical contact (pushing/shoving, finger pointing, bumping into an individual)
- Outbursts of anger, yelling, bullying
- Throwing objects
- Refusal to answer questions
- Leaving class early without justification
- Leaving and re-entering the classroom once class has begun
- Studying or working on an assignment for another class during class time
- Sleeping in class
- Passing notes

Inattention
Apathy
Talking while others are talking
Use of cell phone or other electronic device not approved for use during class time
Refusal to comply with faculty or staff direction
Persistent and unreasonable demands for time and attention both in and out of class
Unwillingness to cooperate when a solution is being sought
Use of laptop computer during class for reasons other than classroom related activities
(Facebook, e-mail, surfing the Internet, etc.)
Inappropriate/unprofessional dress (tight or revealing clothing, etc.)
No-Show for scheduled appointment and failure to notify instructor
Coming to class under the influence of alcohol or illicit substances
Refusal to participate in class activities (group work, games, clicker use, etc.)
Challenging faculty knowledge and/or credibility
Arguing

*The above behaviors apply to not only face-to-face contact, but they also refer to email or electronic dialogue.

Failure to comply with the Civility Policy will jeopardize continuation within the nursing program.

By signing this document, you acknowledge that you are held to the above mentioned standard and may be subject to penalty if violations occur.

Student Signature:

Date:

Procedure for Handling Violations of the Civility Policy

Major Violations (i.e. violations in accordance with the unprofessional conduct outlined in the Mississippi Board of Nursing Administrative Code, violations in accordance with the university Academic Dishonesty Policy, or any other repeated minor disruptive behavior violations) may be documented by the instructor on the “Documentation of Uncivil/Disruptive Behavior” form. This documentation will be discussed with the student and signed by persons involved. This documentation will become a permanent part of the student’s file.

The documentation of the event will then be reviewed by the program director for the program in which the violating student is enrolled. The program director will review the documentation and decide the appropriate course of action. Action may range from verbal discussion to dismissal from the program.

**Mississippi University for Women
College of Nursing**

***Documentation of Uncivil/Disruptive
Behavior Form***

Student Name: _____

Instructor Name: _____

Nursing Course: _____ Date: _____

Description of Incident (to include specific behaviors noted):

By signing below, I acknowledge that I have been informed of this documentation, and I realize the potential implications for my continuation in the nursing program.

Student Signature: _____

Instructor Signature: _____

CHAIN OF COMMAND

If you have trouble with clinical or if your preceptor needs to speak to someone here the chain of command is as follows:

Advisor
Clinical Coordinator
Department Chair
Secretary

Chain of command if you are not able to come to class/clinical:

Advisor
Department Chair
Secretary

Acker-	329-7424	kaacker@muw.edu
Davidson -	329-7322	srdavidson@muw.edu
Gaddis-	329-7373	lkgaddis@muw.edu
Hamill -	329-7351	tjhamill@muw.edu
McCarter -	329-7746	cemccarter@muw.edu
Phelon-	329-7699	jspheleon@muw.edu
Smyth -	329-7314	pesmyth@muw.edu
Wijewardane-	329-7320	jswijewardane@muw.edu
Secretary-	329-7323	cfwilson@muw.edu

Main Office 329-7299

Please remember that you cannot miss more than 3 days per semester.

Dr. Johnnie Sue Wijewardane
Department of Graduate Nursing
Office 662-329-7323
Fax 662-329-7372

Updated 2015

