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INTRODUCTION and PURPOSE of the STUDENT GUIDELINES

The Austin Peay State University (APSU) School of Nursing Graduate Student Guidelines (Handbook) is reviewed and updated annually, and as needed, by the Graduate Nursing Academic Policy committee. The most current edition is available to students online and in all online courses. These guidelines are a companion to the APSU Graduate Bulletin and Student Handbook/Calendar.

These guidelines are designed to inform the student of their rights as a student, and equally important, the student’s obligations and responsibilities as a student in the Graduate Nursing program. It is the right of the School to make revisions and policy changes at any time. The Official Guidelines will be posted in each Graduate Nursing course, and it will be updated as changes occur. Students will be responsible for accessing and using the most current version.

Throughout this document, the term “Graduate Nursing Program” encompasses both the Master’s of Science (MSN) and Post-Master’s Certificate Programs, unless noted otherwise.

Questions concerning these guidelines or the information contained may be addressed in the Office of the School of Nursing, and thereby routed to the appropriate faculty member or Director of the School of Nursing.
# MISSION, VISION, CORE VALUES and STRATEGIC GOALS

## APSU School of Nursing Mission Statement

The Austin Peay State University School of Nursing is designed to prepare the nurse generalist and nurses in advanced roles to meet regional healthcare needs while cultivating an appreciation of diversity and an understanding of the national and global healthcare environments.

The Director, staff, and faculty of the School of Nursing demonstrate respect for all persons, serving as role models and mentors to students as they evolve in professional development specific to their level of education and practice roles. A supportive, positive, and collaborative environment is a hallmark of the school.

The School of Nursing is committed to empowering students to become critical thinkers, healthcare leaders, excellent communicators, and life-long learners. The school serves traditional and non-traditional students, including the military community.

## APSU School of Nursing Vision Statement

The APSU School of Nursing’s vision is to develop leaders in nursing and healthcare who have the critical inquiry, skills and values for life and practice in a global society.

## APSU School of Nursing Core Values

- Quality
- Innovation
- Change
- Collaboration
- Community
- Global Awareness
- Professionalism
- Caring
- Safety

## APSU School of Nursing Strategic Goals

### Goal 1. Growth and Sustainability

1a. Increase growth in the undergraduate and graduate nursing programs while maintaining quality and innovative nursing education that prepares competent and professional nurses.

1b. Increase nursing classroom, laboratory, simulation, and student commons space.

1c. Continued use and updates of technology and equipment to assure sustainability for long-term use.

1d. Forge community partnerships to connect education, practice, and research that will improve the quality of healthcare locally and globally.

### Goal 2. Student Success, Scholarship, and Critical Thinking
| 2a. Foster and support students’ success toward program completion. |
| 2b. Create an engaging student-centered learning environment that supports critical thinking and innovation. |
| 2c. Create incentives to include faculty productivity. |
| 2d. Provide students with research opportunities. |
| 2e. Expand and increase access to student resources. |
| **Goal 3. Culture of Diversity and Inclusion** |
| 3a. Cultivate a climate of inclusion with an appreciation of diversity. |
| 3b. Support cultural enrichment programs in the SON and campus related to health care for diverse populations. |
| 3c. Implement recruiting and retention geared toward faculty, staff, and student groups that are underrepresented. |
| 3d. Incorporate cultural competence across curriculum. |
| **Goal 4. Professional Leaders and Educators in Health Care** |
| 4a. Provide opportunities and support for faculty to obtain and maintain certifications in nursing education, leadership, and specialty areas. |
| 4b. Create fiscal structure to support staff development. |
| 4c. Faculty and students will take an active role in committee and leadership positions at program, university, state, and national level. |
PROFESSIONAL STANDARDS

The curricular content for the Graduate Nursing programs are guided by the following professional standards:

- Rules of the Tennessee Board of Nursing: Chapter 1000-01.
- The American Association of Colleges of Nursing Essentials of Master’s Education in Nursing (AACN, 2011).
- The Quality and Safety Education for Nursing Graduate-Level QSEN Competencies Knowledge, Skills and Attitudes (QSEN, 2012).

AACN Master’s Essentials

The Master’s Essentials reflect current and future nursing practice at the master’s level, which demands the expert application of evidence-based practices, quality improvement methods, outcomes measurement, systems knowledge, and leadership skills. Nurses who obtain the competencies outlined in these Master’s Essentials will possess the advanced knowledge in the discipline and leadership skills needed to improve health outcomes in a number of current and emerging roles (AACN, 2011). The Master’s Essentials are as follows:

1) Background for practice from Sciences and Humanities.
2) Organizational and Systems Leadership
3) Quality Improvement and Safety
4) Translating and Integrating Scholarship into Practice
5) Informatics and Healthcare Technologies
6) Health Policy and Advocacy
7) Interprofessional Collaboration for Improving Patient and Population Health Outcomes
8) Clinical Prevention and Population Health for Improving Health
9) Master’s Level Nursing Practice


The population-focused family nurse practitioner (FNP) competencies are entry-level competencies for the FNP and supplement the NONPF core competencies for all nurse practitioners. The Graduate Nursing-FNP graduate is prepared to care for individuals and families across the lifespan. The FNP role includes assessment, diagnosis, and
treatment of acute and chronic illness and preventative health care for individuals and families. FNPs demonstrate a commitment to family-centered care and understand the relevance of the family’s identified community in the delivery of family-centered care (NONPF, 2013). The NONPF FNP Core Competencies are as follows:

1) Scientific Foundation
2) Leadership
3) Quality
4) Practice Inquiry
5) Technology & Information Literacy
6) Policy
7) Health Delivery System
8) Ethics
9) Independent Practice

**NLN Core Competencies for Nurse Educators (NEs)**
These competencies promote excellence in the advanced specialty role of the academic nurse educator. They establish nursing education as a specialty area of practice and create a means for faculty to more fully demonstrate the richness and complexity of the faculty role (NLN, 2018). The NLN Competencies for NEs are as follows:

1) Facilitate Learning
2) Facilitate Learner Development & Socialization
3) Use Assessment & Evaluation Strategies
4) Participate in Curriculum Design & Evaluation of Program Outcomes
5) Function as a Change Agent and Leader
6) Pursue Continuous Quality Improvements in the Nurse Educator Role
7) Engage in Scholarship
8) Function within the Educational Environment

**QSEN Graduate-Level Competencies**
The growing focus on ensuring and measuring quality and efficiency of healthcare outcomes necessitates markedly transformed graduate-level nursing education. In keeping with the Institute of Medicine’s report on the Future of Nursing (2011), graduate nurses will be the future leaders in practice, administration, education, and research. Due to healthcare reform, multiple changes in the delivery of care, and the number of Americans with access to this care, the need for highly educated nurses will expand dramatically. It is essential that these nurses understand, provide leadership by example, and promote the importance of providing quality health care and outcome measurement (QSEN, 2012). The QSEN Graduate-Level Competencies are as follows:

1) Quality Improvement (QI)
2) Safety
3) Teamwork & Collaboration
4) Patient-centered Care
5) Evidence-Based Practice (EBP)
6) Informatics
## Relevant Professional Nursing Standards and Guidelines by Program/Concentration

<table>
<thead>
<tr>
<th>MSN (FNP Concentration)</th>
<th>MSN (NE Concentration)</th>
<th>Post-Master’s Certificate (FNP Concentration)</th>
<th>Post-Master’s Certificate (NE Concentration)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The American Association of Colleges of Nursing Essentials of Master’s Education in Nursing</td>
<td>• The American Association of Colleges of Nursing Essentials of Master’s Education in Nursing</td>
<td>• The National Task Force on Quality Nurse Practitioner Education Criteria for Evaluation of Nurse Practitioner Programs</td>
<td>• The National League for Nursing Core Competencies for Nurse Educators</td>
</tr>
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<td>• The National Task Force on Quality Nurse Practitioner Education Criteria for Evaluation of Nurse Practitioner Programs (NTF, 2016)</td>
<td>• The National League for Nursing Core Competencies for Nurse Educators</td>
<td>• The National Organization of Nurse Practitioner Faculties Nurse Practitioner Core Competencies</td>
<td>• The Quality and Safety Education for Nursing Graduate-Level QSEN Competencies Knowledge, Skills, and Attitudes</td>
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<td>• The National Organization of Nurse Practitioner Faculties Nurse Practitioner Core Competencies</td>
<td>• The Quality and Safety Education for Nursing Graduate-Level QSEN Competencies Knowledge, Skills, and Attitudes</td>
<td>• The National Organization of Nurse Practitioner Faculties Nurse Practitioner Core Competencies: Family/Across the Lifespan</td>
<td>• The Quality and Safety Education for Nursing Graduate-Level QSEN Competencies Knowledge, Skills, and Attitudes</td>
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<tr>
<td>• The National Organization of Nurse Practitioner Faculties Population-Focused Nurse Practitioner Competencies: Family/Across the Lifespan</td>
<td>• The Quality and Safety Education for Nursing Graduate-Level QSEN Competencies Knowledge, Skills, and Attitudes</td>
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<tr>
<td>• The Quality and Safety Education for Nursing Graduate-Level QSEN Competencies Knowledge, Skills, and Attitudes</td>
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END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLOs)

End of Program Student Learning Outcomes (EPSLOs) are measurable statements that express what a student will know, do, or think at the end of the learning experience. The following EPSLOs are consistent with the identified standards of professional practice and professional standards.

The following diagram depicts how the End of Program Outcomes (POs) guide the End of Program Student Learning Outcomes (EPSLOs). Student Learning Outcomes then guide the desired outcomes for each course. Within each course module, objectives are identified that support the course outcomes. Each assignment or assessment is then linked to the module objectives. The numbering designation that is seen at the end of outcomes, objectives, assignments, or assessments substantiates this relationship.

MSN PROGRAM EPSLOs
FNP Concentration (MSN Program)—Student Learning Outcomes (FNP-EPSLOs)
Graduates of the FNP Concentration (MSN Program) will be able to:

1. Use evidence and practice guidelines to create a safe, quality, and effective care environment. (Essentials III, IX; NONPF Competencies 3, 8, 9; QSEN 1, 5)
2. Apply effective clinical reasoning in the management of Patient-Centered Care. (Essentials VIII, IX; NONPF Competencies 1, 4, 7, 9; QSEN 3)
3. Practice ethical decision making in patient management. (Essentials VI, IX; NONPF Competencies 8, 9; QSEN 1)
4. Apply patient advocacy and effective communication in diverse clinical settings. *(Essentials VII, IX; NONPF Competencies 2, 3, 8, 9; QSEN 1, 2)*

5. Demonstrate evidence-based decision making in the clinical setting. *(Essentials III, VII, IX; NONPF Competencies 1, 4, 5, 9; QSEN 3)*

6. Formulate the ability to use scientific inquiry as a basis for clinical decision-making and quality improvement in clinical practice. *(Essentials I, III, IV, IX; NONPF Competencies 1, 4, 5, 9; QSEN 4)*

7. Assess community and population health in the clinical setting. *(Essentials VIII, VI; NONPF Competencies 6, 7, 9; QSEN 1)*

8. Demonstrate advanced role development, professional behaviors, and leadership competency, including effective communication and collaboration in the care of diverse patients across the lifespan. *(Essentials II, V, VII, IX; NONPF Competencies 2, 3, 4, 9; QSEN 2)*

9. Integrate appropriate technologies for knowledge management to improve health care. *(Essentials IV, IX; NONPF Competencies 5, 9; QSEN 6)*

**NE Concentration (MSN Program)—Student Learning Outcomes (NE-EPSLOs)**

Graduates of the NE Concentration (MSN Program) will be able to:

1. Demonstrate competence in developing, implementing, revising, and evaluating nursing curricula among individuals and groups using relevant theories of nursing, teaching and learning, evaluation, and technological innovation. *(Essentials I, V, IX; NLN Nurse Educator Competencies 1, 2; QSEN 1, 6)*

2. Apply educational theory and research to the development and evaluation of nursing and healthcare curricula. *(Essentials III, IX; NLN Nurse Educator Competencies 3, 4; QSEN 3, 4)*

3. Analyze the impact of societal and technological changes on nursing education. *(Essentials I, II, VI, IX; NLN Nurse Educator Competencies 2, 5, 6; QSEN 6)*

4. Analyze evidence-based research to guide decisions in selecting educational interventions to improve nursing practice, patient outcomes, safety, and population health. *(Essentials III, IV, VII, IX; NLN Nurse Educator Competencies 1, 3, 7; QSEN 1, 4, 5)*

5. Demonstrate knowledge of the tripartite role in educational environments of higher learning. *(Essentials III, VIII, IX; NLN Nurse Educator Competency 8; QSEN 2)*

6. Demonstrate advanced role development, ethical and professional behaviors, and leadership competency, including effective communication, collaboration, and advocacy in the care of diverse patients across the lifespan. *(Essentials II, V, VII, IX; NLN Nurse Educator Competencies 5, 6; QSEN 2, 3, 4)*

7. Demonstrate graduate level clinical knowledge and expertise to execute safe and effective patient-focused assessment, planning, implementation, and evaluation in a specialized clinical area of nursing. *(Essentials III, VIII; NLN Nurse Educator Competency 3; QSEN 2, 4, 5)*
POST-MASTER’S CERTIFICATE PROGRAM EPSLOs
FNP Concentration (Post-Master’s Certificate Program)—Student Learning Outcomes (FNP-EPSLOs)
Graduates of the FNP Concentration (Post-Master’s Certificate Program) will be able to:

1. Use evidence and practice guidelines to create a safe, quality, and effective care environment. (NONPF Competencies 3, 8, 9; QSEN 1, 5)
2. Apply effective clinical reasoning in the management of Patient-Centered Care. (NONPF Competencies 1, 4, 7, 9; QSEN 3)
3. Practice ethical decision making in patient management. (NONPF Competencies 8, 9; QSEN 1)
4. Apply patient advocacy and effective communication in diverse clinical settings. (NONPF Competencies 2, 3, 8, 9; QSEN 1, 2)
5. Demonstrate evidence-based decision making in the clinical setting. (NONPF Competencies 1, 4, 5, 9; QSEN 3)
6. Formulate the ability to use scientific inquiry as a basis for clinical decision-making and quality improvement in clinical practice. (NONPF Competencies 1, 4, 5, 9; QSEN 4)
7. Assess community and population health in the clinical setting. (NONPF Competencies 6, 7, 9; QSEN 1)
8. Demonstrate advanced role development, professional behaviors, and leadership competency, including effective communication and collaboration in the care of diverse patients across the lifespan. (NONPF Competencies 2, 3, 4, 9; QSEN 2)
9. Integrate appropriate technologies for knowledge management to improve health care. (NONPF Competencies 5, 9; QSEN 6)

NE Concentration (Post-Master’s Certificate Program)—Student Learning Outcomes (NE-EPSLOs)
Graduates of the NE Concentration (Post-Master’s Certificate Program) will be able to:

1. Demonstrate competence in developing, implementing, revising, and evaluating nursing curricula among individuals and groups using relevant theories of nursing, teaching and learning, evaluation, and technological innovation. (NLN Nurse Educator Competencies 1, 2; QSEN 1, 6)
2. Apply educational theory and research to the development and evaluation of nursing and healthcare curricula. (NLN Nurse Educator Competencies 3, 4; QSEN 3, 4)
3. Analyze the impact of societal and technological changes on nursing education. (NLN Nurse Educator Competencies 2, 5, 6; QSEN 4)
4. Analyze evidence-based research to guide decisions in selecting educational interventions to improve nursing practice, patient outcomes, safety, and population health. (NLN Nurse Educator Competencies 1, 3, 7; QSEN 1, 4, 5)
5. Demonstrate knowledge of the tripartite role in educational environments of higher learning. (NLN Nurse Educator Competency 8; QSEN 2)
6. Demonstrate advanced role development, ethical and professional behaviors, and leadership competency, including effective communication, collaboration, and advocacy in the care of diverse patients across the lifespan. (NLN Nurse Educator Competencies 5, 6; QSEN 2, 3, 4)
7. Demonstrate graduate level clinical knowledge and expertise to execute safe and effective patient-focused assessment, planning, implementation, and evaluation in a specialized clinical area of nursing. *(NLN Nurse Educator Competency 3; QSEN 2, 4, 5)*
THEORETICAL FRAMEWORK

The theoretical framework for the APSU Graduate Nursing curriculum depicts how Hagedorn’s Theory of Primary Care, NONPF FNP competencies, NLN Nurse Educator competencies, QSEN competencies, and the AACN Essentials of Master’s Education in Nursing are linked within the APSU Graduate Nursing curriculum.
GENERAL INFORMATION FOR GRADUATE NURSING STUDENTS

School of Nursing Contact Information

Graduate Nursing Coordinator: Dr. Michelle Robertson
McCord, Room 313
Telephone: 931-221-7489
graduatenursing@apsu.edu

APSU School of Nursing
McCord, Room 218
Telephone: 931-221-6490 Fax: 931-221-6490
http://www.apsu.edu/nursing/

College of Graduate Studies
McReynolds, Room 119A
http://www.apsu.edu/grad-studies/

College of Behavioral and Health Sciences
McCord, Room 212/214
http://www.apsu.edu/behavioral-health/index.php

OneStop & D2L
OneStop is the gateway for student information, including registration, financial aid, transcript information, etc. If a student moves or changes their phone number, they should change this information on-line on OneStop.

D2L is an integrated learning platform designed to create a single place online for faculty and students to interact. On D2L, students can:

- See announcements about the course.
- Check the syllabus, including assignments and due dates, readings, etc.
- Participate in a Discussion Board, posting and reading messages from the faculty and other students.
- Turn in assignments to the “Dropbox.”
- Access course materials and resources on the Web.

APSU Student Email
Email is the standard of communication at APSU. Many items of communication will only take place via email, so students should activate and frequently check their APSU email. Students should use APSU email to communicate with their advisors and for general program information. For questions within course(es), students should use the email system in D2L to communicate with faculty.
GRADUATE NURSING PROGRAM OVERVIEW

The Graduate Nursing program at APSU prepares graduates to make significant contributions to the overall improvement of health and to meet essential professional practice standards in a variety of settings. The purpose of the MSN Graduate Nursing program is to build upon the generalist preparation of the BSN program with a curriculum of evidence-based practice, theory, and research, leading to specialization as FNPs or NEs. The purpose of the Post-Master’s Certificate program is to build upon the preparation of the MSN program with a curriculum of evidence-based practice, theory, and research, leading to specialization as Family Nurse Practitioners or Nurse Educators.

The Graduate Nursing programs offer two concentrations: Family Nurse Practitioner (FNP), and Nurse Educator (NE). Both concentrations are flexible and designed to meet the needs of Registered Nurses in various stages of their careers. All courses are in an online format. Students in both concentrations have the option to enroll in full-time or extended plans of study. With either option, students are expected to matriculate as a cohort. A student’s course sequence and Program of Study are determined by the bulletin year in which they enter the program. Therefore the most current version of the Student Guidelines may not reflect a student’s particular course of study.

The APSU Graduate Nursing program offers students access to a collaborative academic community with low student-to-faculty ratios, direct and frequent access to faculty, personal advising, and an interactive approach to learning. Graduate Nursing students attend required on-campus intensives to practice hands-on skills, participate in simulation, and interact with peers, faculty, and experts in the field. At the end of the program, students in both concentrations develop an evidence-based project that requires integration of the knowledge gained from their concentrations.

Family Nurse Practitioner (FNP)
The FNP concentration prepares nurses to deliver care and improve health outcomes in the outpatient primary care setting. Graduates of this program can assess, diagnose, prescribe medications and evaluate care for patients throughout the lifespan. Students who complete the FNP concentration are prepared to take the FNP specialty certification exam.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>NURS 5100</td>
<td>Transition to Graduate Nursing Practice (1 credit hour)</td>
</tr>
<tr>
<td>NURS 5106</td>
<td>Healthcare Policy with an Emphasis on Prevention and Population Health (3 credit hours)</td>
</tr>
<tr>
<td>NURS 5107</td>
<td>Scientific Inquiry (3 credit hours)</td>
</tr>
<tr>
<td>NURS 5108</td>
<td>Advanced Role Development with an Emphasis Quality, Safety, Ethics, and Interprofessional Collaboration (3 credit hours)</td>
</tr>
<tr>
<td>NURS 5005</td>
<td>Advanced Pathophysiology (3 credit hours)</td>
</tr>
<tr>
<td>NURS 5006</td>
<td>Advanced Pharmacology for Primary Care Practice (3 credit hours)</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
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</tr>
<tr>
<td>NURS 5007</td>
<td>(Advanced Health Assessment and Clinical Reasoning across the Lifespan)</td>
</tr>
<tr>
<td>NURS 5008</td>
<td>(Advanced Health Assessment and Clinical Reasoning across the Lifespan - Clinical)</td>
</tr>
<tr>
<td>NURS 5701*</td>
<td>Advanced Family Practice I</td>
</tr>
<tr>
<td>NURS 5702*</td>
<td>Advanced Family Practice II</td>
</tr>
<tr>
<td>NURS 5801*</td>
<td>Primary Care Practicum I</td>
</tr>
<tr>
<td>NURS 5802*</td>
<td>Primary Care Practicum II</td>
</tr>
<tr>
<td>NURS 5809*</td>
<td>Family Practice Residency</td>
</tr>
<tr>
<td>NURS 5901</td>
<td>Capstone Project I</td>
</tr>
<tr>
<td>NURS 5902</td>
<td>Capstone Project II</td>
</tr>
</tbody>
</table>

*20-hour Post-Master’s FNP Certificate courses.

**Nurse Educator (NE)**

The NE concentration prepares graduates for faculty positions at colleges and universities, and also for planning and delivering staff and patient education in health-related settings.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>NURS 5100</td>
<td>Transition to Graduate Nursing Practice</td>
<td>(1 credit hour)</td>
</tr>
<tr>
<td>NURS 5106</td>
<td>Healthcare Policy with an Emphasis on Prevention and Population Health</td>
<td>(3 credit hours)</td>
</tr>
<tr>
<td>NURS 5107</td>
<td>Scientific Inquiry</td>
<td>(3 credit hours)</td>
</tr>
<tr>
<td>NURS 5108</td>
<td>Advanced Role Development with an Emphasis on Quality, Safety, Ethics, and Interprofessional Collaboration</td>
<td>(3 credit hours)</td>
</tr>
<tr>
<td>NURS 5005</td>
<td>Advanced Pathophysiology</td>
<td>(3 credit hours)</td>
</tr>
<tr>
<td>NURS 5006</td>
<td>Advanced Pharmacology for Primary Care Practice</td>
<td>(3 credit hours)</td>
</tr>
<tr>
<td>NURS 5007</td>
<td>(Advanced Health Assessment and Clinical Reasoning across the Lifespan)</td>
<td>(3 credit hours)</td>
</tr>
<tr>
<td>NURS 5008</td>
<td>(Advanced Health Assessment and Clinical Reasoning across the Lifespan - Clinical)</td>
<td>(1 credit hour)</td>
</tr>
<tr>
<td>NURS 5611*</td>
<td>Advanced Adult Health</td>
<td>(2 credit hours) OR Advanced Pediatric Health</td>
</tr>
<tr>
<td>EDUC 5530*</td>
<td>Classroom Assessment</td>
<td>(3 credit hours)</td>
</tr>
<tr>
<td>EDUC 5550*</td>
<td>Theories of Learning</td>
<td>(3 credit hours)</td>
</tr>
<tr>
<td>NURS 5719*</td>
<td>Nurse Education Practicum</td>
<td>(4 credit hours)</td>
</tr>
<tr>
<td>NURS 5901</td>
<td>Capstone Project I</td>
<td>(1 credit hour)</td>
</tr>
<tr>
<td>NURS 5902</td>
<td>Capstone Project II</td>
<td>(2 credit hours)</td>
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*12 credit Post-Master’s NE Certificate courses.
GRADUATE BULLETIN, ACADEMIC CALENDAR & GRADUATION DEADLINES

Graduate Degree Bulletin
The Graduate Degree Bulletin contains a wealth of information about APSU and the University’s rules, regulations and policies. The Graduate Bulletin can be found on the following website: [http://catalog.apsu.edu/index.php?catoid=38](http://catalog.apsu.edu/index.php?catoid=38)

Everything students need to know about graduate academic policies and procedures is in the Graduate Bulletin. There are different levels of policies and procedures. There are University policies and procedures and School of Nursing Graduate Nursing Program Policies and Procedures. Please note that the School of Nursing Graduate Nursing program may have stricter policies or additions to the University policies and procedures.

Academic Calendar
The University academic calendar can be found at the following website: [http://www.apsu.edu/registrar/acadcal](http://www.apsu.edu/registrar/acadcal)

Please refer to the university calendar for information for students, including dates for university closings, start, and end of courses, priority advising dates, and deadlines for registration and withdrawals.

Graduation Deadlines
It is the responsibility of the student to notify the University of their Intent to graduate. Students who will complete all degree requirements must apply for graduation by the application deadline date for the semester in which they intend to graduate. Students apply for graduation through OneStop.

All requirements for the degree must be completed by the applied graduation date to participate in a ceremony.
GRADUATE NURSING ADVISING & ACADEMIC SUCCESS

Advising
All new incoming graduate nursing students will be assigned to a nursing advisor who will advise students regarding academic and program progression.

Advising for Graduate Nursing students is primarily completed via email. Students may email their advisors as often as needed throughout the semester.

It is the student’s responsibility to contact their advisor before registering for courses each semester. The advising dates for each semester are listed on the university academic calendar. The advisor will guide each student reach his or her academic and career objectives. Advisors will also discuss the recommended course schedule for the upcoming semester and will approve the students to register.

Academic Success
The APSU School of Nursing Director, Faculty, and Staff support student academic success. The following are a few tips for successful completion of the Graduate Nursing degree:

- **Review the Course Syllabus**: The syllabus is the guide for each course. At the beginning of each semester, carefully read the syllabus taking note of course outcomes, assignments, exams, and important dates. If you have questions about the syllabus, be sure to ask the course faculty.

- **Time Management**: Online courses certainly give you a lot of flexibility regarding when you study, but that doesn’t mean you don’t have to study! Just as you might attend a face-to-face lecture at a regular time each week, you need to schedule time (and enough of it) in your calendar to study the materials in your online course and complete assignments. Treat those blocks of time as seriously as you would a face-to-face course by sticking to them, letting your friends and family know you are unavailable during those times, and consistently using your workspace during those times. The most common reason for course failure is not being able to balance outside employment and study time. Place all assignment due dates on your calendar and try to log in to the courseroom every day.

- **Stay Organized**: Students enrolled in traditional courses usually have a consistent schedule to follow each week. For online courses, students may have to find their ways to stay on top of their work. Organize all of your files in a way that makes sense to you. It's also wise to keep a copy of anything you submit in the event that a technology problem requires you to resubmit it—even your discussion forum posts. Don’t forget to take good notes while doing your readings or watching online lectures just as you would in any other course.

- **Establish a Good Workspace**: It’s important that you have a good place to do your work. Find a quiet place with a good internet connection, access to power, and freedom from distraction.

- **Utilize Your Resources**: APSU provides many resources to assist graduate students. These can include things such as writing coaches, disability support services, test-taking strategies, career services, counseling, and much more. It is important that you seek assistance when needed and access and utilize the resources available to you.
• **Seek Help When Needed:** The online space need not be an isolating one. It's true that your instructor lacks seeing your body language in class to get a sense of whether you might be struggling. Your faculty is still there to help you even if you do not see them in class every day.
GRADING, PROGRESSION and RETENTION POLICY

Grading Scale
The following grading scale has been adopted by the faculty of the School of Nursing for Graduate Nursing students:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92-100</td>
</tr>
<tr>
<td>B</td>
<td>84-91</td>
</tr>
<tr>
<td>C</td>
<td>76-83</td>
</tr>
<tr>
<td>D</td>
<td>68-75</td>
</tr>
<tr>
<td>F</td>
<td>Below 68</td>
</tr>
</tbody>
</table>

Graduate Nursing Program Sequencing
Several Graduate Nursing courses must be taken in a specific sequence. The required pre-requisites and co-requisites for each course are listed in the Graduate Bulletin at [http://catalog.apsu.edu/index.php?catoid=38](http://catalog.apsu.edu/index.php?catoid=38)

Progression Guidelines
Students are expected to progress according to their Program of Study and the full or extended-time Graduate Nursing course sequence. With either option, students are expected to matriculate as a cohort. Any exceptions must be discussed with the advisor and approved by the Graduate Nursing Coordinator.

Graduate nursing students must complete all required courses with a grade of “B” or better. If a student’s grade is lower than a “B,” s/he may repeat the course. The repeated course must be taken in the next enrolled semester. No more than one required course can be repeated. In repeating a course, the previous grade, as well as the grade earned from the repeated course, will be included in the calculation of the GPA unless the student implements the College of Graduate Studies Repeat/Grade Replacement request. This may only be implemented once through the Graduate Nursing program. Information on grade replacement can be found on the College of Graduate Studies website. The overall criteria for progression is as follows:

- Graduate Nursing Students must maintain a 3.0 Cumulative GPA in graduate school.
- Successful completion of required Graduate Nursing courses is defined as a grade of “B” (84%) or better according to the Graduate Nursing grading scale.
- No more than one Graduate Nursing course can be repeated.
- A student who earns a “C” or lower in any two required Graduate Nursing courses will be dismissed from the Graduate Nursing program.
- Grades of “C,” “D” or “F” will not apply towards any graduate degree.
Grade Point Average (GPA) Requirement
When a graduate student’s cumulative GPA falls below 3.0, s/he will be placed on academic probation. Every semester after that, the student must earn a minimum term/semester grade of 3.5, and the student will remain on academic probation until the cumulative GPA reaches 3.0 or better. When the student’s cumulative GPA has returned to a 3.0 or greater, the student’s academic status will return to “Good Standing.” If the student fails to earn a minimum term/semester grade of 3.5 while on probation, s/he will be suspended. Further explanation of academic probation can be found in the APSU Graduate Bulletin (http://catalog.apsu.edu/index.php?catoid=38).

Length of Program
Graduate Nursing students must complete all degree requirements within four years of entering Graduate Nursing coursework. The Graduate Nursing Program Coordinator may extend this period upon written request from the student for justifiable reasons, but not beyond four semesters. At four years or more, prior academic coursework may be required to be repeated, and/or demonstrated skill competency may be required. At any time, should a student not be enrolled for two consecutive semesters (including summer semesters), the student will have to seek readmission to the Graduate Nursing program.

Once accepted into the Graduate Nursing program, a student is expected to enroll every semester thereafter, and make satisfactory progress toward the degree. A student who does not enroll for a semester must submit a readmission request to the Graduate Nursing Curriculum, Admission, and Retention Committee. Students who do not enroll for a two consecutive semesters (including summer) must reapply to both the graduate school and the Graduate Nursing program. Readmitted students must follow the rules, prerequisites, and degree requirements listed in the most current Graduate Nursing Student Guidelines and APSU Graduate Bulletin (http://catalog.apsu.edu/index.php?catoid=38).

Withdrawals
The option of withdrawing from a course and receiving a grade of "W" is possible within the Automatic “W” period listed on the APSU academic calendar each semester. Students electing to take a "W" in a Graduate Nursing course are to understand that re-enrollment in that course is subject to the review of the faculty and space availability. The student is encouraged to explore all other alternatives before taking such action.

Graduate Nursing degree students cannot have more than three course withdrawals while enrolled in the Graduate Nursing Program. After the third withdrawal, the student will be placed on academic probation. Should a fourth withdrawal occur, the student will be dismissed from the Graduate Nursing program.

Post-Master’s Certificate students cannot have more than one course withdrawal while enrolled in the Graduate Nursing Program. After the first withdrawal, the student will be
placed on academic probation. Should a second withdrawal occur, the student will be dismissed from the Graduate Nursing program.

Courses may be dropped after the Automatic "W" date only when circumstances beyond the student's control make it impossible to complete the semester. Withdrawal after the Automatic "W" period requires dropping all courses. Exceptions may be made by the Graduate Nursing Program Coordinator for withdrawals due to extenuating circumstances such as illness or some other unavoidable occurrence; however, the number of withdrawals cannot exceed the College of Graduate Studies policy (See Leave of Absence Policy.)

Please note, there may be both academic and financial ramifications as a result of withdrawing from courses. To determine how dropping a course would affect financial aid, students should contact the Office of Student Financial Aid at (931) 221-7907. It is recommended that students contact their advisor and the APSU Office of Student Financial Aid before dropping courses.

Incomplete Grades
Required coursework must ordinarily be completed by the last day of final examinations. The grade "I" (Incomplete) may be assigned by the faculty member in any course when a student is unable to complete the work due to rare and extraordinary events that were not reasonably foreseeable and are beyond the student’s control. All “I” grades must be approved by the Graduate Nursing Coordinator.

- The "I" may not be used to extend the term for students who complete the course with an unsatisfactory grade.
- Students must complete all “I” grades prior to registering and enrolling for the next semester.
- Unless the student completes the requirements for removal of the "I" within 60 days from the end of the semester in which it was received (see University Calendar), the "I" will change to an "F," whether or not the student is enrolled.
- The Graduate Nursing Coordinator may grant up to a 30-day extension if sufficient extenuating circumstances exist. At the end of the extension period, the "I" grade will automatically revert to "F" if the student has not completed the requirements.
- The student will be certified for graduation only when all requirements are met, including the removal of "I" grades. If a student has an "I" in a course necessary to fulfill degree requirements in the semester in which s/he expects to graduate, the certification process and graduation will automatically be deferred to the next term.

Clinical Performance
Clinical evaluation includes satisfactory achievement of the established clinical evaluation criteria. Critical elements of clinical performance are indicated on the clinical
evaluation form in each clinical course. Failure to pass clinical will result in a grade of “F” for the clinical course.

Leave of Absence
Any student requesting a Leave of Absence from the Graduate Nursing program must submit a request in writing to the Graduate Nursing Program Coordinator. This letter must include a reason for requesting the leave and the student’s plans for return. Each Leave of Absence will be handled individually according to the specific need, academic standing, and clinical performance of the student. No Leave of Absence will be granted for unsatisfactory academic performance or for a period longer than two semesters. Before returning to the Graduate Nursing Program, the student must notify the Graduate Nursing Program Coordinator of intent, the semester before returning, in order to register for the appropriate courses.

Modification of Program of Study
If a student wishes to change their current Program of Study (i.e., switch from FNP to NE concentration), they must make this request with their advisor. Once approved, the student will complete a new Program of Study.

Dismissal from the Graduate Nursing Program
A student may be dismissed from the Graduate Nursing program for any of the following reasons:

- Academic honesty is an expected behavior of all students. Academic dishonesty may include but is not limited to, cheating, plagiarism, fabrication, collusion, copying or printing of online exams, and knowingly assisting others in an act of academic dishonesty. Students who engage in academic dishonesty in any form, even as a first offense, place themselves in jeopardy of receiving a failing grade for the assignment or course, as well as dismissal from the Graduate Nursing program.
- Commission of any offense classified as a felony by Tennessee’s criminal statutes or by Federal criminal statutes.
- Unlawful use, possession, or sale of drugs or narcotics, whether or not felonious.
- Fails to disclose a felony conviction or fails to disclose disciplinary action or diversion by the State Board of Nursing.
- Failure to meet enrollment requirements (e.g., unencumbered licensure, CPR, professional liability insurance, clearances, and site-specific requirements) for clinical practicum experiences.
- A documented pattern of unprofessional behavior in the course room or clinical setting.
- Unsafe practice during clinical/practicum experiences.
- Violation of client and/or agency confidential information (HIPAA violation) may result in dismissal from the program.
• Students considered by the faculty to be unsafe practitioners or whose progress in meeting program objectives is judged unsatisfactory will be dismissed from the program.
• Misrepresents patient data or clinical practice.
• Places any patient in physical or emotional jeopardy.
• Fails to complete all degree requirements within four years of entering Graduate Nursing coursework.
• Fails to maintain a 3.0 Cumulative GPA in graduate school.
• Fails to earn a grade of "B" (3.0) or better when repeating a course.
• Falsification of records and reports including clinical documents, cheating on an examination, quiz, or any other assignment is the basis for program dismissal.
• Withdrawal from more than three Graduate Nursing courses (or more than one Graduate Nursing course if Post-Master’s Certificate student).
• Other unprofessional or unethical conduct that would bring disrepute or disgrace upon student or profession.
• Failure to pass the comprehensive exam following three attempts.
ACADEMIC EXPECTATIONS

Comprehensive Exam
Every student (in both Graduate Nursing programs) is required to pass a final comprehensive examination. The examination measures role competency, will emphasize the student's area of concentration, and is conducted during the term the student graduates. The candidate must be registered the semester the comprehensive exam is taken. The examination will be proctored, and instructions for enrollment and proctoring will be provided to the student at the start of the final semester. Students who fail the comprehensive examination may repeat it once. Following a second unsuccessful attempt, the student will enroll in Nursing 5993 and will be required to complete a remediation plan before taking the exam for the third and final time. The results of the third examination are final, and no Graduate Nursing degree will be awarded.

Examinations
While students may occasionally be asked to go to a local testing site for a proctored, high stakes examination, most quizzes and tests will be conducted online. Unless otherwise stated, students may not collaborate with others or use any references during any examination. This means that during an exam a student may not:

- Open another browser window or use any other method to look up an answer.
- Communicate with anyone via online chat, telephone, email, text message, in-person, or any other method.
- Use a phone or video camera.
- Ask someone to take the exam for you.
- Copy or photograph exam questions for personal use or to share with others.

For identified examinations, the Graduate Nursing program uses a proctoring service. This live virtual proctoring service requires a webcam on the computer when taking an exam. You should not discuss the exam with other students who have not yet taken it. It is the student's responsibility to make sure that they have the proper technology (i.e., computer, webcam, etc.) as well as reliable access to the internet before synchronous sessions and exams to complete coursework. If a student anticipates a technology issue before any of these situations, their faculty member should be notified proactively. Exam retakes are not allowed. There are no adjustments to exam scores based on computer or internet concerns. Students should contact the APSU Helpdesk immediately if there is a technology issue during an exam. The course faculty will review all of these situations.

Technology Expectation
Competency in the use of the computer to access information, communicate by E-mail, use Excel, Microsoft Word, and PowerPoint is a requirement of the Graduate Nursing program. It is to the student’s advantage to have their own computer, modem, and access to reliable internet connection. Students should not rely solely on mobile devices like tablets and smartphones to complete coursework. Many Graduate Nursing courses
require the use of a webcam, speakers, and microphone. Specific information regarding minimum system requirements and equipment can be accessed through the APSU Distance Education’s website: http://www.apsu.edu/online/technical-support/requirements.php

**Expectations for Writing**
All written work will be graded based on assignment content criteria. However, all writing assignments are expected to demonstrate graduate-level writing, which includes writing that is free of typographical errors, misspellings, and punctuation errors. Graduate level writing also contains proper grammar and correct formatting using the latest edition of the Publication Manual of the American Psychological Association (APA) when applicable. Writing should be concise, include relevant content and support, as well as meet assignment requirements in a well presented, easy to read format.

**APA Formatting**
It is the expectation of the School of Nursing that Graduate Nursing students use APA style for their written work. APA style is not only for citations but also required for the formatting/style of written work.

**Statistics Proficiency**
Students in the Graduate Nursing program are expected to read and analyze nursing research and scholarly literature and interpret the statistical data. All students are encouraged to refine their statistical knowledge before taking Nursing 5107, Scientific Inquiry.

**Originality and Student Assignments**
Sharing assignments, exams information, and graded work is considered academic dishonesty. Students may not submit the same assignment or significantly similar assignments for different classes or for the same class that a student is retaking. This is known as assignment recycling or self-plagiarism and is not acceptable. Each assignment should be new, original work created by the student to meet the objectives of that particular assignment.

Turnitin is a text--matching software tool that is integrated into D2L and is available to faculty for both educational purposes (i.e., improving student writing and citation practices) and for the review of student work in case of suspicion of plagiarism or other breaches of APSU’s academic integrity policies. Turnitin indicates whether the text in a submitted document matches text in its database, which has three components: the Internet, journal article databases, and papers previously submitted to Turnitin by participating universities.
Scholarly Project
Completion of a scholarly Capstone project is required of every graduate student in the Graduate Nursing program. This is completed with the advice and consultation of the Capstone Faculty and advisor. Details on procedures related to the Capstone project will be posted in the Capstone I (NURS 5901) and Capstone II (NURS 5902) courses.
REQUIRED ON-CAMPUS INTENSIVES (OCIs)

On-Campus Intensives (OCIs) are required visits to the Clarksville, Tennessee, campus. Students will receive dates and times well in advance for planning purposes.

The OCIs allow students to learn and practice skills, test classroom education and socialize, all under the guidance of the Graduate Nursing faculty.

- The MSN Program (FNP concentration) requires three intensives: Assessment, Clinical, and Final.
- The Post-Master’s Certificate Program (FNP concentration) requires two intensives: Clinical and Final
- The MSN Program (NE concentration) requires two intensives: Assessment and Final.
- The Post-Master’s Certificate Program (NE concentration) requires one intensive: Final

ASSESSMENT: The Assessment OCI occurs at the end of the Advanced Health Assessment (NURS 5008) clinical/lab course. The Assessment OCI gives students a chance to meet classmates and Graduate Nursing faculty in person and strengthen existing professional relationships. In small groups led by Graduate Nursing faculty, students will practice the skills acquired in class and participate in open labs, lab practice, lab check-offs, and the white coat ceremony.

CLINICAL: The Clinical OCI for the Graduate Nursing FNP students is set at the end of the Primary Care II (NURS 5801) course, which is about halfway through the completion of the clinical hours. This OCI is intended to reinforce clinical skills and allows students to practice and be assessed on advanced clinical skills with the Graduate Nursing faculty.

FINAL: The Final OCI occurs towards the end of the final semester before graduation. Both MSN concentrations will participate in the presentation of their final Capstone projects. The Final OCI also involves a Hooding Ceremony to celebrate the accomplishments of the student as they are completing their final Graduate Nursing courses.

- The Final OCI for the FNP concentration students is intended to assess students’ readiness to practice and will allow students to practice and be assessed on their clinical skills.
- The Final OCI for the NE concentration students is intended to assess student’s readiness to practice and consists of a teaching presentation.

OCI Grading/Scoring
Students must complete the entirety of each OCI to receive full points. Each OCI will have a scoring rubric to measure the individual OCI expectations and for students to receive summative feedback. Students will receive a copy of the rubric with a summary of expectations at the start of each term where an OCI will take place.
**Missing a Required OCI**
All OCIs are mandatory. Should a student have to miss the OCI due to an emergency, the student should submit documentation (in writing) to the Graduate Nursing Program Coordinator. The documentation should include a letter of explanation and a medical certificate or other supporting evidence to validate the absence. Students with approved (emergency only) absences will receive a grade of incomplete for the course associated with the OCI (see policy regarding Incomplete grades in these guidelines). Non-excused absences will receive zero credit for the associated course assignments. OCI hours may have to be completed the next time the OCI is offered (may not be the next semester). A student may not progress in the curriculum until all incomplete grades are satisfied. A student who fails will not progress until the course is repeated.
GRADUATE NURSING PROGRAM FEES

Course Fees
Graduate Nursing students may be assessed course fees for the use of special equipment, resources, materials or other specific university resources. Fees may be assessed by the course or by credit hour. The fees are added to the student’s billing statement each semester.

Other Course Fees
Graduate Nursing students are responsible for obtaining all required textbooks and supplies. A list of required textbooks and course resources/supplies will be listed in each course syllabus. A list of required equipment that the student must bring to each OCI will be listed in the associated course.

Criminal Background Check
All students entering clinical courses are required to complete an annual criminal background check at the student’s expense. Also, criminal background checks may be required by the clinical sites where the student practices and may have time requirements associated with such a check.

Malpractice Insurance
All students are required to have malpractice insurance in effect. Because the School of Nursing can obtain malpractice insurance using group rates at a less expensive price than can individual students, all graduate students must pay this fee before clinical rotations.

Medatrax
All students are required to purchase access for Medatrax for health and data management during the clinical component of the program.

I-Human Patients
Some courses use I-Human Patients in the course assignments. Students are required to purchase access to i-Human Patients as directed through the program. Instructions can be found in the appropriate course syllabi.

Testing Fee
Students enrolled in Graduate Nursing courses which use a standardized achievement test are assessed a fee for the cost of the test. Testing fees may be paid to the university or directly to the testing company. Instructions will be provided in each course where a fee-based exam is given.
ATTENDANCE

Online Course Attendance
Success in nursing graduate courses is dependent on active participation and engagement throughout the course. As such, students are required to complete all assignments by the due date, and to actively participate in course discussions.

Additionally, students are expected to:

- Participate in course activities at least four times a week – on different days to complete weekly assignments, review course content, complete assessments, discussions and other weekly deliverables as directed by the faculty and outlined in the syllabus.
  - Participation does not mean students’ merely logging into D2L. The student must actively open course content, participate in the discussion, etc.
- Participate in the weekly threaded discussions (see the discussion board rubric on D2L).
- Meet all due dates for graded course items per the course calendar.
  - Participate in Zoom sessions as required in each course (see the Zoom participation rubric on D2L).
  - Submit course assignments by the posted deadline.
  - Take course quizzes/examinations by the posted deadline.

If a student finds that they cannot meet the course’ minimum participation or discussion requirements, they should contact the course faculty as soon as possible.

Scheduled Breaks/Holidays & Weekends
The Graduate Nursing program follows the APSU academic calendar. If the university does not have classes on a scheduled holiday break (e.g., Thanksgiving Break, Memorial Day, Spring Break), students are not expected to log into class or turn in course assignments. Of course, a student may still participate in the online components of a course during the break. Policies regarding holidays/scheduled breaks and clinical rotations will be outlined in the Graduate Nursing FNP and NE Clinical Practicum Manuals.

Unless otherwise identified on the course calendar, students are expected to participate in online courses on weekend days that are not included in scheduled break time. Students may have assignments, tests, discussions, and other assignments due on weekends. Please see the course calendar for specific due dates.

Inclement Weather & Campus Closings/Delays
Online courses are not affected by university schedule changes due to inclement weather or campus closings/delays. The instructor in an online course is responsible for any modifications in course deadlines, assignments, or other requirements in an online
course. Students who are directly impacted by inclement weather and feel that they need leniency for attendance and/or an extension for course requirements should contact their faculty for individual guidance in these situations.

Weather and travel conditions near clinical sites may be different than conditions on the APSU campus in Clarksville. Graduate Nursing students who are planning to be at their clinical sites during a time when classes are cancelled due to inclement weather should use good judgment related to conditions in their home communities and the community where their clinical site is located. If the site is open and students feel they can safely get there or stay there (if they are already at the site when the university is cancelled), they should do so. If conditions are such that the student feels that he or she cannot get there safely, he must notify his clinical preceptor and adjust clinical times accordingly, to get the number of hours needed for that clinical course.

If there is inclement weather or a university closing during the required on-campus intensive (OCI) days, the intensive may need to be cancelled. Faculty will work with university personnel to decide on cancellation, and every effort by the faculty will be made to notify students of the cancellation/delay of the OCI as early as possible. These changes will be posted to D2L. Missed OCIs due to inclement weather will be made up by altering the original scheduled day and time.

Clinical Attendance
The student is expected to participate in clinical experiences at the scheduled times responsibly. If the student is absent for unavoidable reasons, it is the student's responsibility to notify the preceptor immediately and to make arrangements to make up the hours. Changes to a student’s clinical schedule must be communicated to the clinical course faculty.

Please note that in cases when courses are canceled due to inclement weather, clinical sites may still be fully operational. Students who feel unsafe traveling to a clinical site for the clinical experience should prioritize personal safety and be in contact with their preceptor and/or clinical faculty before the start of the scheduled clinical experience to discuss plans. Clinical time missed due to a weather emergency, or inclement weather must be rescheduled and completed by the student in order to meet course requirements.
CHANGE IN RN LICENSE STATUS & RELOCATION

RN License Status
Admission to the Graduate Nursing program and continued enrollment requires proof of an unencumbered, current license to practice as a Registered Nurse in Tennessee or the state in which the clinical assignments are completed.

Students with past or pending disciplinary action against a professional license are advised that such actions may affect student’s participation in the program. Such actions include, but are not limited to, suspension, probation or revocation, by the licensing body. A past or pending disciplinary action against a professional license will not automatically disqualify a nursing student. Rather, determinations of suitability based on licensure status will be made by the Director of the School of Nursing.

Students must notify the Graduate Nursing Program Coordinator if any new complaints occur or if there is an incident that changes licensure status while a student at APSU. Failure to report a change in licensure status is considered a serious violation and could result in dismissal from the Program.

Relocation
All students will be required to attend on-campus-intensives (OCIs) no matter where they reside.

Each state’s higher education and nursing governance boards may set unique requirements for online clinical Graduate Nursing programs that lead to licensure in their state. Due to this, in some cases, students who change their state of primary residency may not be able to continue in the Graduate Nursing program. Students changing their state of residence, as defined by the state in which they intend to reside, are required to notify their advisor as soon as possible. The advisor will work with the Graduate Nursing Coordinator to verify eligibility and will notify the student. Students may be required to travel to Tennessee to complete clinical rotations, testing, or program requirements as necessary.

Clinical Placements for Students Residing Outside of the United States
Any student living outside of the US who is requesting clinical site approval, with the exception of a foreign US military base classified as United States Territory, will not be eligible to participate in the APSU Graduate Nursing program. US military bases may have clinical requirements that are more stringent. If a student finds that they will be relocating out of the country, they should contact their advisor as soon as possible. The advisor will work with the Graduate Nursing Coordinator to verify eligibility and will notify the student. Students may be required to travel to Tennessee to complete clinical rotations, testing, or program requirements as necessary.
PROFESSIONAL COMMUNICATION

Professional communication between students, faculty, and administration is essential in facilitating the academic success of the student and effectively meeting the desired outcomes of the School of Nursing. Just as within professional nursing practice, nursing students are expected to follow appropriate lines of communication. Concerns between students and students, or students and faculty are expected to be appropriately addressed between the individuals involved. If unresolved or a third party is needed to facilitate communication, the following is the chain of command, if needed:

1) Faculty
2) Graduate Nursing Coordinator
3) School of Nursing Director
4) Enter the University Grievance Procedure (see section “Grievance Policy” in these guidelines)
GRIEVANCE POLICY

The APSU School of Nursing is dedicated to a policy which provides that all grievances relating to students, including grade appeals, will be handled fairly and equally. The grievance policy applies to both academic and non-academic student issues/complaints.

- **Academic grievances**: include student issues/complaints about the assignment of course grade(s) or the method(s) of evaluation.
- **Non-Academic grievances**: include student issues/complaints about the actions and performances of University personnel in non-academic matters.

Steps to initiate the university grievance policy for Graduate Nursing students are as follows. The student will be advised how to proceed with each step. If there is a formal grievance by the student, it must be submitted in writing.

1. **Student-Faculty Discussion**: In the event, a student has an issue/complaint within a course or with a faculty member, the student should make an appointment with the involved faculty member(s). The student or faculty member may ask a support person to attend; however, the support person may not contribute to the discussion. If the meeting does not resolve the issue/complaint, the student may schedule an appointment with the School of Nursing Director.

2. **School of Nursing Director**: The Director of the School of Nursing will investigate and document the issue/complaint. The student may accept the Director’s decision or they may the student can then appeal to the dean of the College of Behavioral and Health Sciences or continue with the APSU Student Grievance Procedure.

3. **University Level Grievance**: The university student grievance policy and procedures are described in the APSU Student Handbook/Calendar and linked to the APSU website: [https://www.apsu.edu/policy/](https://www.apsu.edu/policy/)
   - APSU Student Course Grade Appeal Policy *(APSU Student Policy # 2:040)*
   - APSU Student Non-Academic Grievance Procedure *(APSU Student Policy # 3:002)*

The APSU Office of Student Affairs lists resources and procedures for students who may have complaints related to university issues (i.e., grade appeals, residency appeals, traffic appeals, etc.). A full list of university appeals and complaint procedures can be found at [https://www.apsu.edu/student-affairs/dean-of-students/index.php](https://www.apsu.edu/student-affairs/dean-of-students/index.php).
NETIQUETTE

Email Netiquette

- Always include a subject line.
- Include the course number and section in every email. The faculty may teach multiple courses and have many students, so the more specific a student is, the clearer it will be for the faculty.
- Remember, without facial expressions; some comments may be taken the wrong way. Be careful in wording emails.
- Include your name at the bottom of email messages.
- Never assume that email messages are private. Never assume your email messages are private nor that only yourself or the recipient can read them. Never send something that you would mind seeing on the evening news. Be professional and careful what you say about others. Email is easily forwarded.

Other Netiquette Tips

- Don’t say anything you wouldn’t say to a person’s face or that you wouldn’t mind having anyone read.
- Remember that you are talking to a person, not a computer. Be clear with your words. It’s easy for someone to misinterpret your meaning. They can’t see your expressions or hear the tone of your voice.
- Be courteous in your expectations. Don’t expect instant responses. You should allow at least 24 hours during the business week for email responses from peers or faculty.
- Capitalize words only to highlight important points or distinguish as a title or heading. Capitalizing words that are not titles is generally termed as SHOUTING!
- Never give your username or password to another person.
HONOR CODE

Plagiarism, cheating and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the faculty of the course. Academic misconduct includes, but is not limited to: unauthorized access or possession of exams or exam questions, unauthorized taking of written or taped notes during exam review sessions, or plagiarism. Plagiarism is interpreted as quoting or paraphrasing another individual’s work (published or unpublished) without proper citation of credit. (For further information refer to the APA Manual).

The US Department of Health and Human Service Office of Research Integrity defines Self-Plagiarism as follows: "Redundant publication has a direct counterpart in the area of academic dishonesty-it is referred to as 'double' dipping.' It occurs when a student submits a whole paper or a substantial portion of a paper to fulfill a course requirement, even though that paper had earlier been submitted to satisfy the requirements for another course taught by a different professor. Many college undergraduates and even some graduate students are not aware that this type of practice is a serious offense and constitutes plagiarism".


In addition to other possible disciplinary sanctions that may be imposed through the regular University procedures as a result of academic misconduct, the faculty has the authority to assign an "F" or a zero (0) for the exercise or examination, or to assign an "F" in the course.
SOCIAL NETWORKING

This policy is to provide guidelines outlining how Austin Peay State University School of Nursing students support institutional communication goals and social media computing guidelines.

Policy Statement

1. Confidentiality of students, faculty, staff, clinical facilities and clinical patients are to be maintained at all times. Patient information or clinical situations are protected under federal law and should never be discussed on social networking sites.

2. The use of/posting of unauthorized (where permission has not been obtained from involved parties) pictures, logos, videos, or Austin Peay State University School of Nursing materials is strictly prohibited.

3. Students shall not use online social networking to threaten, harass, discriminate, or embarrass other students, faculty, staff, or any member of the public. Texts, photos, e-mails, or videos that are belittling, demeaning or insulting to faculty, staff, other students, and/or members of the public may not be used/posted. Even if names are not employed but individuals can be identified by the remarks/posting, students could be guilty of defamation and/or invasion of privacy.

4. Anyone using these social networking sites should become familiar with the concepts of defamation and invasion of privacy, HIPAA, and FERPA. Elements of a defamation claim include:
   a. Conveying any message about person(s) through words, images, etc. that could be reasonably understood as being factual (a statement of opinion like "I think Suzy Que cheats on tests" could be considered factual depending upon the context);
   b. The message is conveyed intentionally or inadvertently to someone other than the person(s) who is subject of the message;
   c. The message conveyed is understood by others to be about the person(s) who is the subject of the message;
   d. The message conveyed would reasonably be understood as being harmful to the reputation of the person(s) who is the subject of the message;
   e. The message conveyed ultimately harms the subject’s reputation.

5. Students who use online social networking and identify him/herself as associated with the Austin Peay SON must clearly and explicitly note any views or opinions made are explicitly his/her own and not the of Austin Peay SON.

6. Students may not use social media to communicate information to faculty. To contact faculty members, students must use the appropriate communication method identified by the professor, e.g. the D2L Portal e-mail.

7. On-campus computers or campus Wi-Fi may not be used for illegal purposes.

8. No social media site created by students should use the Austin Peay State University logo without having obtained consent from the Public relations department at Austin Peay.
9. Violation of this policy may result in disciplinary action, including disenrollment from the Graduate Nursing program.

Social Networking Guidelines
1. **Think twice before posting.** Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect on both you and Austin Peay State University School of Nursing. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn’t say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, seek advice from your faculty, director, or other administrative personnel.

2. **Anonymity is a myth.** Write everything as if you are signing it with your name.

3. **Remember your audience.** A presence in the social media world is or easily can be made available to the public at large. This includes prospective students, current students, current employers and colleagues, patients and their families, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.

4. **Strive for accuracy.** Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the college in any capacity.

5. **Familiarize yourself with and use conservative privacy settings regardless of the content of your profile.** Practice restraint when disclosing personal information on social networking sites; your audience is everyone.

6. **Consider the professional image you would like to portray.** As a rule, only post online what you would want your chair or supervisor to see. Employers are beginning to search social networking sites as part of their background checks for new employees. While we all view our lives outside of work or school as being personal, consider the professional image you would like to portray to your patients and their families. Even seemingly innocuous pictures and comments can impact the respect and trust your patients have for you, now and in the future.

7. **Don’t “friend” patients, family members or legally appointed decision makers on social networking sites.** Managers and administrative personnel should not engage in social media interaction with their subordinates (such as becoming “friends” on Facebook), even if a subordinate initiates the contact.

8. **Respect copyright and fair use.** When posting, be mindful of the copyright and intellectual property rights of others and the college. For guidance, visit the college’s library for copyright information.

9. **If in doubt, don’t post!**

In response to concerns or complaints or information provided by individuals, the Austin Peay State University School of Nursing faculty may look up profiles on social networking sites and may use the information in formal proceedings. If SON faculty or director interprets the information to violate this policy, it may lead to probation, suspension, or dismissal from the Graduate Nursing program.
GRADUATE NURSING CLINICAL INFORMATION

A complete set of guidelines for clinical practicum experiences can be found in the GRADUATE NURSING FNP and NE Clinical Practicum Manuals. Please refer to the Graduate Nursing FNP and NE Clinical Practicum Manuals for any questions about clinical and required documentation. The following guidelines are a general overview of clinical policies and procedures.

Preceptor Supervised Clinical/Practicum Experiences
Clinical experiences in the graduate program are supervised by qualified preceptors working with the Graduate Nursing faculty. Students are responsible for initiating the process for clinical site placement and preceptor approval. Graduate Nursing students must have approved, fully executed preceptor agreements in place before entering any clinical practicum site as part of the Graduate Nursing program. It is never too early for a student to begin the identification of potential clinical preceptors. Please review the Graduate Nursing FNP and NE Clinical Practicum Manuals for preceptor requirements. Information regarding preceptor qualifications, identification of clinical preceptors, and criteria for preceptor supervised clinical experiences can be found in the Graduate Nursing FNP and NE Clinical Practicum Manuals.

Clinical Supplies & Transportation
Students are required to purchase their stethoscopes and clinical supplies. These and other supplies may be purchased at any vendor or through the University Book and Supply Store. The School of Nursing requires that students assume responsibility for providing their own transportation to and from the clinical site and OCIs.

Clinical Dress Code
Students are required to wear appropriate professional conservative attire, including a white lab coat and a name tag for all clinical rotations. Professional attire includes dress slacks or skirt and a conservative top. Students will receive name badges at the first OCI that will be included in their dress code requirements. Individual clinical sites may have additional uniform requirements that must be followed. Non-compliance with the dress code policy will result in clinical course failure. The following are additional dress code requirements:

- No blue jeans or shorts are allowed in the clinical site.
- Closed-toe, closed-heel flat soled shoes are to be worn at all clinical sites.
- Name badges are to be worn at all times on the left side of the lab coat.
- Earrings: only one pair of small stud earrings for pierced ears may be worn in the center of each earlobe. No other visible body piercings are allowed, including nose studs, tongue studs, lip rings, eyebrow rings, or ear cartilage rings.
- Rings should be limited to engagement and wedding rings.
- No visible tattoos are allowed.
- Artificial/acrylic nails are not allowed as research has shown they harbor increased bacteria.
• No gum chewing, smoking, vaping, or smokeless tobacco use is permitted inside the clinical site.
• Students should be free of offensive odors. This includes, but is not limited to, tobacco smoke, colognes, perfumes, excessive lotions, or body odor.

**Medatrax Electronic Clinical Log System**
Students are expected to use the Medatrax system to submit the required clinical documentation and health regulations. Students will gain access to medatrax and receive training in the semester before the start of clinical rotations.

Student health and regulatory files are maintained in the Medatrax system. Students may not start clinical until all documentation has been uploaded to Medatrax and approved by the clinical course faculty. All documents must be kept up-to-date to continue clinical throughout the academic year – this is the students’ responsibility. Students should keep copies of these documents in a personal file, so they are available, if needed, during their clinical experiences.

**Health Clearance**
ALL Graduate Nursing students must have current and up-to-date documentation of meeting ALL health and safety requirements. Before entering the first clinical course, students must receive health clearance. Without such evidence and clearance by APSU, students will not be allowed to engage in clinical practice. Please see the *Graduate Nursing Clinical Practicum Manual* for detailed information on requirements.

**Mandatory Clinical Orientation and Agency-Specific Pre-Clinical Requirements**
Depending on specific agency regulations, students may be required to complete additional orientation and/or training online or on-site at the agency. Students must complete facility-specific paperwork before deadlines set by the APSU Graduate Nursing program.

**RN Licensure**
Graduate Nursing students must be licensed as a Registered Nurse. Students must provide a copy of their current unencumbered license upon entry. Students must provide documentation of renewal before the expiration of the current licensure.

**Personal Health Insurance**
Personal Health Insurance is a requirement for each Graduate Nursing student. This is required upon enrollment and must be maintained throughout the program. Plans are available for review and purchase through the Health Exchange website located at [www.TBRstudentHIX.com](http://www.TBRstudentHIX.com)

**Professional Liability Insurance**
The Graduate Nursing student practices under his or her license and is required to maintain current advanced practice student liability insurance. FNP students must maintain student FNP liability insurance in the amount of $1,000,000/$6,000,000. NE students are required to maintain and must have proof of the same coverage to
comply with our Affiliation Agreements and Clinical Contracts. This policy also applies to federal employees, including active military who engage in a clinical practicum regardless of setting.

Graduate Nursing students are required to purchase professional liability insurance before the start of a clinical course. Professional liability insurance can be purchased through the University for a Reduced Cost. Specific requirements can be found in the Graduate Nursing FNP and NE Clinical Practicum Manuals.

**CPR Requirement**
Students are required to be trained in CPR before enrolling in degree programs or postmaster certificate programs. CPR training must be obtained through the American Heart Association Health Care Provider (BLS) course including CPR/AED. Students must provide documentation of renewal before the expiration of the current CPR card.

**Criminal Background Check**
To enhance patient safety and protect the public, all nursing students must undergo required criminal background checks. The School of Nursing uses an outside vendor that all students are required to use. Instructions for completion of the background check can be found in the Graduate Nursing FNP and NE Clinical Practicum Manuals.

**HIPAA & OSHA Training**
Before starting the first clinical/practicum experience, and on an annual basis after that, students must complete and verify completion of the HIPAA and OSHA/Infection Control/Hazardous Materials training. Instructions for completion of this requirement can be found in the Graduate Nursing FNP and NE Clinical Practicum Manuals.
Because the School of Nursing seeks to provide a reasonably safe environment for its nursing students and patients, a student may be required during the program to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. Such essential requirements may include the ability to perform certain physical tasks and suitable emotional fitness. A qualified student with a disability is one who with or without reasonable accommodations or modification, meets the program’s essential eligibility requirements known as the *Core Performance Standards*. The School of Nursing has established core performance standards that were promulgated by the Southern Council on Collegiate Education for Nursing (www.sreb.org). The standards set forth cognitive, sensory, affective and psychomotor performance requirements. They are as follows:

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<tr>
<th>Requirements</th>
<th>Standard</th>
<th>Examples</th>
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<tr>
<td>Critical thinking</td>
<td>Critical thinking ability for effective clinical reasoning and clinical judgment consistent with the level of educational preparation.</td>
<td><em>Not limited to</em> identification of cause/effect relationships in clinical situations. Use of scientific method in the development of patient care plans. Evaluation of the effectiveness of nursing interventions.</td>
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<td>Professional Relationships</td>
<td>Interpersonal skills are sufficient for professional interactions with a diverse population of individuals, families, and groups.</td>
<td><em>Not limited to</em> the establishment of rapport with patients/patients, groups and colleagues of a variety of social, emotional and cultural backgrounds. Capacity to engage in successful conflict resolution. Peer accountability.</td>
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<td>Communication</td>
<td>Communication adeptness is sufficient for verbal and written professional interactions.</td>
<td><em>Not limited to</em> explanation of treatments, procedures, initiation of health teaching. Documentation in written form and interpretation of nursing actions and patient responses.</td>
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<td>Mobility</td>
<td>Physical abilities sufficient for movement from room to room and in small spaces.</td>
<td><em>Not limited to</em> movement about patient’s room, work spaces and treatment areas that may include confined spaces. Administration of rescue procedures-</td>
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<td></td>
<td><strong>Motor Skills</strong></td>
<td>Gross and fine motor abilities sufficient for providing safe,</td>
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<td></td>
<td></td>
<td>effective nursing care.</td>
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<td><em>Not limited to</em> calibration and use of equipment. Operate</td>
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<td>computers and other equipment in clinical, laboratory and</td>
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<td></td>
<td>courseroom settings. Therapeutic positioning of patients.</td>
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<td></td>
<td><strong>Hearing</strong></td>
<td>Auditory ability sufficient for monitoring and assessing health</td>
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<td></td>
<td><em>Not limited to</em> auditory ability sufficient to monitor and</td>
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<td>assess health needs, and to learn from audio aided instruction</td>
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<td>in courseroom settings. Ability to hear monitoring devices,</td>
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<td>alarms, and emergency signals. Ability to discern auscultatory</td>
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<td>sounds and cries for help.</td>
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<td><strong>Visual</strong></td>
<td>Visual ability sufficient for observation and assessment</td>
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<td><em>Not limited to</em> visual ability sufficient for observation and</td>
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<td>assessment necessary in nursing care, and to learn from visual-</td>
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<td>aided instruction and demonstration in the courseroom. Ability</td>
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<td>to observe the patient’s condition and responses to treatments.</td>
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<td><strong>Tactile Sense</strong></td>
<td>Tactile ability is sufficient for physical assessment.</td>
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<td><em>Not limited to</em> the ability to palpate in physical examinations</td>
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<td>and various therapeutic interventions (e.g., insertion of a</td>
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<td>catheter or intravenous line).</td>
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If a student believes that he/she cannot meet one or more of the core performance standards without accommodations or modifications, it is appropriate for the student to take the responsibility of identifying her or his need for accommodation to the APSU Office of Disability Services. If an applicant or student self-reports that he or she cannot meet one or more of the core performance standards without accommodations, the Graduate Nursing program, in conjunction with the Office of Disability Services must determine whether accommodations can reasonably be made.
REASONABLE ACCOMMODATIONS

It is the policy of the School of Nursing to provide reasonable accommodation to qualified students with a disability so they can meet required technical and core performance standards for successful completion of degree requirements. Whether a requested accommodation is reasonable will be determined on an individual basis by the Office of Disability Services (ODS) and the faculty of the School of Nursing.

Determining what is reasonable accommodation is an interactive process. It is the student’s responsibility to initiate the evaluation for disability accommodation and to contact and communicate with the Office of Disability Services (ODS). Reasonable Accommodations afforded students in a didactic environment do not automatically transfer or apply to a nursing lab or clinical setting.

Applicants or nursing students who disclose a disability are considered for admission and enrollment if they are otherwise qualified so long as such accommodation does not significantly alter the essential requirements of the curriculum and the educational program, or significantly affect the safety of patient care or others. When applicants or students disclose a disability, the provision of reasonable accommodations will be considered in an attempt to assist these individuals in meeting these required technical standards. Applicants whose response indicates that they cannot meet one or more of the Core Performance Standards will be reviewed further by the University Disability Services and the School of Nursing Director, with student and faculty input, to determine if any reasonable accommodations are possible to facilitate successful completion of the nursing curriculum and preparation for the national certification exam (FNP concentration).
INJURY and EXPOSURE OCCURRENCE

In the case of a student injury and/or exposure during a School of Nursing clinical or class, the safety and well-being of the student is the priority. The student must IMMEDIATELY notify the faculty member responsible for the course or clinical. If the faculty member is unavailable, then the nurse preceptor must be notified. The policies of the occupational or employee health department of the institution will be followed. If the student has sustained a serious injury or has been exposed to blood, body fluids, or hazardous materials, then time is of the utmost importance, and the student should receive prompt treatment through the qualified health care provider of their choice or the emergency department of their choice. All students are required to carry personal health and medical insurance. Students will be responsible for any medical fees incurred.

A School of Nursing incident/injury/exposure report is to be completed by the student, faculty member, and witness (if applicable) as soon as possible after the incident. The faculty member will notify the Office of the Director of the School of Nursing as soon as possible. The incident/injury/exposure report is found in the Graduate FNP and NE Clinical Practicum Manuals.
SCHOOL OF NURSING POLICY REGARDING USE and/or ABUSE OF DRUGS/ALCOHOL

The presence or use of substances, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students in the clinical setting poses an unacceptable safety risk for patients, colleagues, the University, and the health care agency. Therefore the manufacture, possession, distribution or dispensing of alcohol or illegal drugs, the misuse of legally prescribed or “over-the-counter” drugs, or being under the influence of such substances while engaged in any portion of the clinical nursing experience is strictly prohibited by the Graduate Nursing program. For purposes of this policy, “being under the influence” is defined as: the student’s judgment or motor coordination is impaired due to the presence or use of a substance.

Drug and Alcohol Testing

1) Program Testing Policy

All nursing students are required to submit to a drug screen at intervals throughout the program. Clinical facilities may have more stringent policies and procedures that require students to submit to a drug screen over and above the requirements of the program. A positive drug screen may result in denial of the student’s participation in the clinical experience. The student shall incur the costs of all routine testing.

2) Reasonable Suspicion Testing

Nursing students engaged in clinical activity may be requested to undergo blood/urine screen for drugs and alcohol if reasonable suspicion exists to believe the student is using or is under the influence of drugs or alcohol such as to interfere with the safe performance of duties. Reasonable suspicion requires some specific, objective basis that the student is then using or is under the influence of drugs or alcohol before requiring testing. Reasonable suspicion may include:

- Observable phenomena, such as direct observation of drug/alcohol use and/or the physical symptoms or manifestations of being under the influence of such; or abnormal conduct or erratic behavior. The student shall incur the cost of all testing done on a reasonable suspicion basis.

When a supervisor (APSU School of Nursing faculty or the agency personnel responsible for the student or patient care) has a basis to believe reasonable suspicion exists, the supervisor must contact another supervisor (faculty or staff) to corroborate his/her observations. In situations that it is believed the student may endanger the safety of patients, employees, or self, the student’s supervisor will immediately remove the student from the clinical situation before taking further action. If reasonable suspicion is corroborated, the student should be confronted with the observations and be required to undergo drug and alcohol screening as soon as possible. Refusal to submit to a facility’s request for
reasonable suspicion will result in the student not being able to attend clinical at that site, and the student will be subject to disciplinary action by the School of Nursing and/or University.

If it is determined that the student cannot safely continue assigned tasks, the student will not be allowed to return to the clinical setting that day regardless of whether reasonable suspicion is corroborated, or whether the student is tested or not. The student will be required to have a responsible person arrive at the facility to transport them home. If a responsible person cannot be identified, the police will be called for disposition. If the student is violent, the facility will be asked to follow its rules for controlling a violent visitor.

If a student (without a direct supervisor from APSU being present) is requested by a facility to leave due to what the facility supervisor deems behavior consistent with alcohol or drug use, the student will be required to be drug/alcohol tested. Refusal to submit to a facility’s request for reasonable suspicion screening will result in the student not being able to attend clinical at that site, and they will be subject to disciplinary action by the School of Nursing and/or University. The facility must contact APSU School of Nursing at the time the behavior occurs and report the incident as well as provide written documentation of the incident.

3) Positive drug/alcohol test or refusal to test

Any positive result or refusal to submit to required drug testing will affect the student’s status within the program, up to and including dismissal from the Graduate Nursing program. If the positive result indicates a violation of the APSU’s social disciplinary policy, the test results will be discussed with the appropriate Student Affairs official for a determination of appropriate action. The student who is required to be tested for drugs/alcohol may not return to the clinical area until all conditions of progression have been met. The Graduate Nursing Admissions and Retention Committee and the School of Nursing director will make the decisions as to when a student may return to the clinical setting.

Graduate Nursing Curriculum, Admission and Retention Committee SUBSTANCE ABUSE POLICY—Positive Drug Screen

In the event of a positive drug screening of a student currently enrolled in the Graduate Nursing program, the Director of the School of Nursing will be notified, and the student will be withdrawn from all Graduate Nursing courses. Due to all Graduate Nursing students maintaining RN licensure, the School of Nursing must report to the appropriate State Board of Nursing.

Readmission following a positive drug screening

1) Students who are withdrawn from the Graduate Nursing program for reasons related to a positive drug screen must submit a letter to the Graduate Nursing
Curriculum, Admission and Retention Committee requesting readmission to the Nursing. Readmission is not guaranteed.

2) The student must submit documentation to the Director of the School of Nursing from a licensed therapist specializing in addiction behaviors indicating the status of recovery and/or documented rehabilitation related to the substances used or abused. Documentation must include a statement by the licensed therapist that the applicant will be able to function effectively and provide safe, therapeutic care for patients in the clinical setting.
   a) Students residing in Tennessee and holding a Tennessee RN license should utilize the Peer Assistance Program: “The Tennessee Professional Assistance Program is a voluntary program funded by nurses’ licensure fees through the Tennessee Board of Nursing. The program offers consultation, referral, and monitoring for nurses whose practice is impaired, or potentially impaired, due to the use of drugs or alcohol, or psychological or physiological condition.
   b) For Graduate Nursing Students, a referral can be made confidentially by the employer, EAP, co-worker, family member, friend, or the nurse her/himself. If the nurse is willing to undergo a thorough evaluation to determine the extent of the problem and any treatment needed, all information is kept confidential from the Board of Nursing, and the nurse does not face disciplinary action against his/her nursing license” (TN Department of Health/Peer Assistance Program)

3) If the student has positive results for a drug screening after readmission to the Graduate Nursing Program, the student will be dismissed from the Graduate Nursing Program with no option for readmission to the program.

4) If readmitted, the student will be subjected to direct observation random and reasonable suspicion drug screening at the student’s expense for the duration of his or her studies in the Graduate Nursing program. Subsequent drug screenings may be direct observation screenings.
   a) TnPAP should be used for students living and licensed in Tennessee for monitoring and subsequent follow-up.

5) If readmitted, the student will be required to submit a monitoring agreement between the student and a licensed therapist specializing in addiction behaviors, at the student’s expense, for the duration of his or her studies in the Graduate Nursing Program.
   a) TnPAP should be used by students living and licensed in Tennessee for monitoring and subsequent follow-up.

The Graduate Nursing Admissions and Retention Committee will make a written report of their decision and distribute to the student, involved faculty, Director of the SON, and the Dean of the College. All records relating to the event will be retained by the Graduate Nursing Curriculum, Admission and Retention Committee, are final, and may not be contested within the SON. Any student grievance related to Graduate Nursing Curriculum, Admission and Retention Committee decisions will be addressed through
the University student grievance policy and procedure.

Prescribed and/or Non-prescribed Medication Documentation
The School of Nursing Health History and Physical form requests a list of prescribed and/or non-prescribed medications that the student is taking at the time of enrollment. It is the student’s responsibility to inform their clinical faculty of any medications that impair (as presented in professional pharmacological documentation) the student’s ability to perform safe nursing care. Medications that are mood altering, sedating and/or impair physical abilities or gross and fine motor abilities have the potential to contribute to the student’s inability to meet core performance standards. Failure to report such medications may result in the student being unable to attend clinical.
CONFIDENTIALITY

Nursing is a profession that attempts to care for the whole person in states of sickness and health. Because of this austere charge, the nurse must become very well acquainted with the patient, and sometimes may be the person who knows the most about the patient in almost every way. This privileged relationship is based on trust, empathy, and rapport. Therefore, it is imperative that information given the nurse in the nurse-patient relationship, or the nurse's collegial relationships with other professionals, be held in the strictest confidence. This is not something that just automatically happens because the nurse or the nursing student is a nice, honest person. It is developed through conscientious commitment and becomes a hard and fast habit. The integrity of the profession is dependent on this habit.

In nursing schools, nursing students are required to integrate this habit immediately and begin in the first clinical course to respect the patient as an individual with rights, one of that is confidentiality. The faculty expects professional behavior at the student level. The faculty cannot offer effective learning situations if the student cannot be trusted to respect the confidentiality and humanity of the patient. A student who violates the rights of the patient in any way, and particularly and most noticeably in the area of confidentiality, is in danger of failing the course and being dismissed from the program.

HIPAA
The Health Insurance Portability and Accountability Act (HIPAA) was passed in 1996 in an effort to make health insurance more efficient and portable. Additionally, because of public concerns about confidentially, the Act also addresses information protection. A HIPAA violation by a Graduate Nursing student may result in student's dismissal from the Graduate Nursing program. All Graduate Nursing students must complete HIPAA training as described in the Graduate Nursing FNP and NE Clinical Practicum Manuals.
PATIENT SAFETY, CARE and ETHICS

The APSU School of Nursing adheres to the ANA Code of Ethics regarding the care of all persons. The Code of Ethics for Nurses is a dynamic document that is an integral part of the foundation of nursing. It is a succinct statement of the ethical obligations and duties of every individual who enters the nursing profession, a non-negotiable ethical standard, and an expression of nursing’s understanding of its commitment to society. Nursing encompasses the prevention of illness, the alleviation of suffering, and the protection, promotion, and restoration of health in the care of individuals, families, groups, and communities. Individuals who become nurses are expected not only to adhere to the ideals and moral norms of the profession but also to embrace them as part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics makes explicit the primary goals, values, and obligations of the profession.

Patients have the right to expect competent and safe professional nursing care. Any student who, in the professional judgment of the faculty, places or may place, a patient in either physical or emotional jeopardy in any clinical Graduate Nursing course may be immediately removed from the course by clinical faculty, and a clinical failure may be assigned. Any issue of integrity or honesty in clinical practice will receive an automatic failing grade (F) in clinical. Issues of grave concern may result in disqualification from the nursing major.

The Tennessee Nursing Practice Act allows students to provide only that care that has been safely delegated to the student by faculty. Students who practice beyond the level of care that has been delegated are in violation of the Nurse Practice Act.

The confidentiality of all patients must be maintained in accordance with legal and professional regulations. Breaches in confidentiality may result in failure of the clinical course and may result in dismissal from the program. Patients must never be discussed by name or by identifying information or in places where professional discussions may be overheard by others (elevator, dining room, other).

Any student who is removed or barred from clinical practice by a clinical agency may earn an immediate failing grade (F) in clinical and possible dismissal from the program.
STUDENT EVALUATIONS & SURVEYS

Course Evaluations
Throughout the program, students will be asked to evaluate courses and faculty. Students are expected to use these opportunities to provide constructive criticism. The evaluations intend to provide valuable feedback for the planning and revising of the curriculum, teaching strategies, and other factors that would enhance the learning experience. These evaluations are completed anonymously and will be made available to students online.

Graduate Nursing Student Surveys
Students will be expected to complete surveys to aid in program evaluation and curriculum revision. Information requested is necessary for ongoing program improvement and for program approval and accreditation purposes.

- **Enrolled Students**—all Graduate Nursing students are sent the Annual Graduate Nursing Student survey each April. The survey is sent via email.
- **Graduating Students**—all Graduate Nursing students completing the Graduate Nursing program will complete an Exit Survey before graduation.
- **Nursing Alumni**—each graduating class will be asked to complete a Graduate Survey 12 months post-graduation. Graduates need to inform the APSU Alumni Office of any changes in contact information.
SCHOOL OF NURSING INVOLVEMENT OPPORTUNITIES

Governance Structure of the School of Nursing
The governance structure is guided by the School of Nursing by-laws, adopted by the faculty.

Student Governance in the Graduate Nursing Program and School of Nursing
Graduate students are needed on School of Nursing Graduate Nursing committees to represent graduate student concerns. Any student interested in participating should contact the Graduate Program Coordinator. Students are invited in the Transition (NURS 5100) course to represent their cohort and peers at meetings of the Graduate Nursing Nursing Faculty Organization (Graduate Nursing -NFO) and School of Nursing Graduate Nursing committees. Faculty value student input and hope that students take appropriate advantage of the opportunities to participate.

Graduate Nursing student representatives serve on the following School of Nursing committees:

- Graduate Nursing Academic Policy and Program Evaluation Committee
- Graduate Nursing Curriculum, Admission, and Retention Committee
- Graduate Nursing Faculty Development and Resources Committee

The following is a brief description of the functions of faculty committees on which students have representation:

1. The Academic Policies & Program Evaluation Committee
   a. Collaborates with the Admissions and Retention Committee to formulate, review, evaluate and revise policies for admission, advanced standing, and re-admission;
   b. Reviews the School of Nursing Student Guidelines annually and revise as needed making sure that policies are congruent with university policies;
   c. Reviews the School of Nursing Faculty Handbook annually and revise as needed making sure that policies are congruent with university policies;
   d. Develops means for effectively advising students for admission to the program;
   e. Evaluates students for scholarship needs and suggest names for scholarships;
   f. Develops evaluation plans for all phases of the program administration;
   g. Reviews, revises, and develops evaluation forms required for program evaluation;
   h. Facilitates the distribution, analyze and disseminate the results of graduate surveys;
   i. Validates completion of master evaluation plan.

2. The Curriculum, Admission and Retention Committee*
   a. Develops, implements, and evaluates the philosophy, purposes, objectives, curriculum courses and teaching for the School of Nursing;
   b. Develops, analyzes and evaluates learning experiences necessary for
fulfilling the purposes of the School of Nursing;
c. Proposes policies and tools needed to efficiently administer the curriculum of the School of Nursing;
d. Makes revisions in the program based on evaluation, recommendations, professional and societal needs;
e. Reviews and summarizes faculty evaluation of clinical agencies and actions taken.

*Students will only participate in the matters related to Curriculum. They will not participate in the components of Admissions and Retention.*

3. The Faculty Development and Resources Committee*
a. Provides a means for faculty and student input into recommendations for books and other publications related to nursing, to be purchased by the University Library or by the School of Nursing;
b. Maintains an inventory of the books and publications in the University Library that are related to Nursing;
c. Deletes old titles from the Library with the assistance of the librarian;
d. Recommends equipment to be purchased by the School of Nursing;
e. Maintains an inventory of equipment, both hardware and software, which is located within the School of Nursing;
f. Finds a means for repairing or replacing needed equipment;

*Students will only participate in the matters related to Resources. They will not participate in the components of Faculty Development.*
STUDENT & ALUMNI ORGANIZATIONS

Students in the School of Nursing are eligible to participate in all School of Nursing and university campus activities and are encouraged to become actively involved in the School of Nursing and campus life.

APSU School of Nursing Organization for Graduate Nursing Students

*Sigma Theta Tau International Honor Society of Nursing (Nu Phi Chapter)*

Membership to the Nu Phi chapter of Sigma Theta Tau International (STTI) is by invitation only and is an honor. Graduate nursing students who demonstrate excellence in scholarship and who meet the STT eligibility criteria are invited and inducted each fall semester.

Graduate students are encouraged to attend events sponsored by Sigma Theta Tau, Nu Phi Chapter as well as regional, national and international Research Symposia of STTI.

APSU Student Organizations for Graduate Students

Graduate students are eligible to participate in many APSU student organizations. For more information on opportunities for involvement, please visit the APSU Student Handbook/Calendar.

*APSU Student Government Association*

The Student Government Association (SGA) serves as the voice of the student body at APSU. There are two graduate senate seats that a Graduate Nursing student may seek. Students can fill out an application or get more information on the SGA website: [http://www.apsu.edu/sga/](http://www.apsu.edu/sga/)

*Phi Kappa Phi*

Phi Kappa Phi is an all-discipline honor society with a chapter at APSU. Membership is by invitation only. Benefits of membership include networking and scholarship opportunities. To learn more about this organization, visit their website at: [http://www.phikappaphi.org/web/](http://www.phikappaphi.org/web/)

APSU Alumni Organization

All graduates of the APSU School of Nursing are members of the APSU Alumni Association. Alumni meet periodically to plan events for students and alumni.

Graduate Nursing Student Academy (GNSA)

Austin Peay State University is an affiliate to the GNSA. This affiliation provides free webinars, resources, networking, and services to nursing students enrolled in masters and doctoral programs. Austin Peay State University Graduate Nursing Students may register online at [http://www.aacn.nche.edu/students/gnsa](http://www.aacn.nche.edu/students/gnsa)
GRADUATE NURSING WHITE COAT & HOODING CEREMONIES

GRADUATE NURSING White Coat Ceremony

The White Coat Ceremony is an important part of the transition to the APSU Graduate Nursing Program. The white coat is a symbolic sign for Graduate Nursing students as they transition from the coursework to their preparation as clinicians and educators in healthcare settings. At this ceremony, faculty members will drape students with their white coats. The Graduate Nursing White Coat ceremony will take place at an announced time during the Assessment OCI. The ceremony will be attended by the student cohort and faculty attending the OCI.

Graduate Nursing Hooding Ceremony

The APSU School of Nursing Graduate Nursing Hooding Ceremony is a special recognition ceremony for Graduate Nursing degree candidates during which a faculty member places the Graduate Nursing hood over the head of the student. The ceremony is similar to graduation in that the faculty and students are dressed in academic attire. The Hooding Ceremony will take place at an announced time during the Final OCI. Student’s family and friends are invited to attend.

The School of Nursing Hooding Ceremony is in addition to and does not replace the APSU Commencement Ceremony held at the Dunn Center. A student participating in the Hooding ceremony, or a student name appearing in the Hooding program does not confirm meeting all degree requirements of the Graduate Nursing program. The Hooding program cannot be considered a confirmation of being awarded a Graduate Nursing degree. Only when the student meets all degree requirements will the Graduate Nursing degree be awarded.

The following awards will be presented at the Graduate Nursing Hooding Ceremony:

- **Sigma Theta Tau International Graduate Nursing Award (Nu Phi Chapter):** awarded to the Graduate Nursing student who is a member of Sigma Theta Tau International Honor Society for Nursing, Nu Phi Chapter, and who demonstrates leadership and scholarship.
- **Dr. Doris Davenport Award:** this award is presented to the Graduate Nursing student(s) with the highest GPA and who exemplifies academic excellence.
- **Faculty Achievement Award:** awarded to the Graduate Nursing student who had the motivation to pursue a Master’s degree despite personal obstacles and who has the promise of making a meaningful contribution to the nursing profession.
- **Nursing Alumni Award:** awarded to the Graduate Nursing student for outstanding leadership, enthusiasm and involvement in School, College, and professional, local, state and national nursing organization.
CIVILITY PLEDGE

Provision 1.5 of the Code of Ethics for Nurses with Interpretive Statements (2015) requires all nurses to create “an ethical environment and culture of civility and kindness, treating colleagues, coworkers, employees, students, and patients with dignity and respect; any form of bullying, harassment, intimidation, manipulation, threats, or violence are always morally unacceptable and will not be tolerated” (p. 4)

To honor this commitment, all members of the Austin Peay State University School of Nursing pledge to abide by our co-created goals and ground rules and to communicate and interact in a respectful, civil manner and with the utmost integrity. When we disagree, we will restrict our differences to the issue itself while continuing to respect the person with whom we disagree. We pledge to create and sustain a workplace that encourages inclusion, collaboration, professionalism, emotional and physical safety, ethical conduct, and productive discourse by all members of the SON. All of our discussions and interactions will be conducted in a respectful, civil, and dignified manner as we move towards positive innovation throughout our nursing community.

To accomplish our commitment, we agree to abide by and be accountable for the following ground rules:

- Assume goodwill
- Collaborate with others
- Build trust: Nothing about me without me
- Follow the chain of command
- Respect one another
- Use open, active, direct, effective communication
- Offer solutions when presenting a problem or disagreeing – start with a goal in mind
- Be responsible and accountable for our actions and inactions
- Let the past go—don’t hold grudges – today is a new day – hold others accountable when they bring up old issues
- Do not listen to or participate in gossip. Redirect inappropriate comments
- Promote and celebrate each other’s successes—everyone needs and deserves recognition no matter how small

APSU STUDENT SUPPORT SERVICES

Career Services
The Office of Career Services functions as a centralized unit providing career development, job search tools, and opportunities to help support student success. Information can be found at http://www.apsu.edu/careers/.

Counseling Services
Confidential psychological and personal counseling is available without fee to all registered students in the Ard Building at the corner of University and College Streets. Students can contact the Counseling Center at 931-221-6162 or delap@apsu.edu.

Distance Education
Online learning is supported by the APSU Office of Distance Education. Distance Education offers a variety of services including closed captioning services, distance education support, multimedia resources, student assistance, online proctoring services, and technology integration into courses. The Office of Distance Education is located in the McReynolds building, available by telephone at 931-221-6625 and via email at online@apsu.edu

Financial Aid
If a student is receiving financial aid, it is extremely important to remain in contact with a Financial Aid Counselor. Please contact sfao@apsu.edu or 931-221-7907 to get in touch with a representative from the APSU Financial Aid Office.

GOVSTECH Help Desk
The Help Desk is available to students to answer questions regarding the university’s computer hardware, software, and the more common applications used by students. The Help Desk is the best resource for help with D2L, AP Email, OneStop, and Outlook Exchange (APSU email). The Help Desk can be reached by telephone at 931-221-HELP (4357), and by email at helpdesk@apsu.edu. The Help Desk is located in the lobby of the Morgan University Center and is open for walk-in questions and phone calls Monday to Friday from 8 a.m. to 4:30 p.m. Phone hours are extended to parallel the library hours.

Health Services
The Health Center, located at the corner of College and University, is available to all students of the University. The major emphasis is on the diagnosis and treatment of short-term acute, episodic medical illness on an outpatient basis.

Library
The APSU Library fully utilizes online and information technologies that facilitate providing information resources and services that support the University’s curricular and
research activities. The online catalog includes e-books, journals, government publications, audio-visual and multimedia materials, World Wide Web sites, and other library resources. Students can contact Ross Bowron, Liaison Librarian for Nursing, at 931-221-7381 or bowronc@apsu.edu. Students can also call the general library line at 931-221-7346.

Office of Disability Services
APSU provides support services and reasonable accommodations when requested by students who qualify for them. Students seeking accommodations for a physical, learning or psychological disability can contact the Office of Disability Services at 931-221-6230 or Disabilityservices@apsu.edu

Research Support
Research conducted by graduate students is encouraged and supported at APSU. Resources to support graduate research is available to students through nursing faculty, library support and the APSU Office of Research and Innovation. The APSU Office of Research and Innovation is available to connect APSU graduate students with opportunities to conduct research and participate in creative research activities. The Office of Research and Innovation supports a Graduate Student Research Support Grants (GSRSG) competition to aid in the creation of scholarly and creative works in all graduate disciplines. Additional information about student research opportunities can be located on the Office of Research and Innovation website at http://www.apsu.edu/osri/

Veteran’s Affairs
The APSU Veterans Affairs Office supports the transition from military life to civilian life. The Veterans Affairs Office is committed to providing veterans, active-duty, National Guard, reservists and qualified dependents with the services necessary to pursue their academic and personal interests, integrate into the campus community and ultimately ensure a successful experience. Students can contact the Veteran’s Affairs Office at 931-221-7760 or ova@apsu.edu.

Writing Center
The APSU Writing Center can assist with citation requirements and proofreading papers. Details on its resources are covered in the Transition (NURS 5100) course.

Other APSU Student Support Services
Other student support services on campus include various offices and centers.

- **Academic Support Services**: provides academic support resources to help students achieve their academic goals. http://www.apsu.edu/academic-support-center
- **Office of Student Affairs**: offers students advocacy, wellness, diversity, involvement, engagement, spirit, recreation, and leadership opportunities. http://www.apsu.edu/student-affairs
• **Adult & Non-Traditional Student Center**: provides a computer lab, printer, lounge area, study area, workshops & outreach, and programs for adult & non-traditional students & families. [https://www.apsu.edu/student-life/ants/](https://www.apsu.edu/student-life/ants/)

• **Wilbur N. Daniel African American Cultural Center**: provides calculators, laptops, netbooks, over 1600 library resources, Rosetta Stone language software, computers, and Respondus program, smart boards, special programs. [https://www.apsu.edu/aacc/](https://www.apsu.edu/aacc/)

• **Boyd Health Services**: walk-in clinic on the campus of APSU, which serves to ensure the delivery of high-quality holistic health care that is accessible, affordable, and that emphasizes and promotes healthy lifestyles. [http://www.apsu.edu/health-and-counseling/boyd-health-services/](http://www.apsu.edu/health-and-counseling/boyd-health-services/)

• **University Recreation (APSU Foy Center)**: 78,000 square foot fitness center. [http://www.apsu.edu/recreation/facilities/](http://www.apsu.edu/recreation/facilities/)

• **Little Govs Child Learning Center**: childcare available for the children of APSU community members (students, faculty, alumni, and staff). Ages served are children 2.5-5 years. [http://www.apsu.edu/clc/index.php](http://www.apsu.edu/clc/index.php)

• **APSU Office of Career Services**: a centralized unit providing career development, job search tools, and opportunities to help support student success. [http://www.apsu.edu/careers/](http://www.apsu.edu/careers/)

• **Center for Service-Learning and Community Engagement**: coordinates service-learning courses with faculty and community agencies, alternative break program, ENGAGE volunteer-based living community, AmeriCorps VISTA program, SOS Food Pantry & Green Room, Campus garden program, and service opportunities for students. [http://www.apsu.edu/volunteer/index.php](http://www.apsu.edu/volunteer/index.php)

• **APSU Counseling Center**: offers health, counseling, and wellness services to all currently enrolled APSU students. [http://www.apsu.edu/health-and-counseling/](http://www.apsu.edu/health-and-counseling/)

• **APSU Office of Disability Services (ODS)**: provides academic accommodations, assistive technology, peer support, disability awareness programs, and supportive, services, resources, & referrals. [http://www.apsu.edu/disability/](http://www.apsu.edu/disability/)

• **Hispanic Cultural Center**: provides cultural events, language & translation assistance, computers with Spanish keyboards, written Spanish material, and recognition programs for Hispanic students. [http://www.apsu.edu/student-life/hcc/](http://www.apsu.edu/student-life/hcc/)

• **Office of Study Abroad and International Exchange**: encourages domestic and study abroad opportunities for APSU students. The SON offers a bi-yearly study abroad experience in London. Graduate students have the opportunity to enroll in the experience/course as an elective. [http://www.apsu.edu/study-abroad-exchange/index.php](http://www.apsu.edu/study-abroad-exchange/index.php)

• **Office of Student Research and Innovation**: connects APSU students with opportunities to conduct research and creative activity. [https://www.apsu.edu/osri/index.php](https://www.apsu.edu/osri/index.php)