MESSAGE FROM THE DEPARTMENT CHAIR

On behalf of the faculty and staff of Winona State University, College of Nursing and Health Sciences, I welcome you to the Department of Graduate Nursing. We are very pleased that you have chosen Winona State University to further your education and follow your dreams. You are entering a Department that is built upon programs with a rich reputation for excellence and innovation. We all have a great deal of pride in our Department and the graduates that have preceded you. They are the nursing leaders and innovators of today.

We are committed to your learning and we are here to help you prepare for advanced nursing practice and education. Regardless of the course delivery method you experience while at WSU, we are committed to rigor, relevance, respect, social responsibility, safety, health, and professionalism for all interactions. If we can do anything to make your experience at Winona State a better one, please let us know.

Best wishes for an exciting and fulfilling educational experience.

Sincerely,

Sonja J. Meiers

Sonja J. Meiers, PhD, APRN, CNS, PHN, AGCNS-BC, FAAN
Professor and Chair, Department of Graduate Nursing
e-mail: smeiers@winona.edu Phone: (507) 535-2582

Administrative Assistants:

Jill Rasmussen is the Office Administrative Specialist in the Department of Graduate Nursing most responsible for information relative to advisors, progression through the program, application to candidacy, research forms, and graduation.

Patti Gangl is the Office Administrative Specialist in the Department of Graduate Nursing most responsible for documents related to applications, NursingCAS, clinical paperwork, and Typhon.

If you have questions about any of the above, Patti or Jill can often help you. Their office is located in ROB228 & ROB227 (Rochester on Broadway, 400 South Broadway, Rochester), (507) 535-2580, Fax: 507/535-2578, Email: patti.gangl@winona.edu or jill.rasmussen@winona.edu.
This handbook has been prepared especially to highlight information that will be useful to you during your graduate education at the WSU College of Nursing and Health Sciences. Most of the information is unique to the Department of Graduate Nursing.

The handbook should be used in conjunction with the Winona State University Graduate Catalog and Academic Calendar.

Winona State University reserves the right to change information, requirements, and regulations published in this Handbook. It is not to be regarded as a contract.
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Milestones in Graduate Education

Below is a general outline of applications, documents, or events that are important to remember. The events are listed in the chronological order in which they usually occur. Please pay attention to these milestones as they will help you reach your goal. Students are responsible for submitting these items.

1. **Program Contract Application** on-line form must be on file with the School of Graduate Studies, before completing 16 credits. Please see your advisor for more information. The Program Contract can be found at https://w3.winona.edu/gs/Student.

   If you drop/add courses after approval of your Program Contract, you will need to revise the on-line application with your advisor. If you change programs, fill out a new Program Contract.

2. **Clinical Paperwork** In order to ensure WSU is following our regulating bodies and our clinical partners, students are required to ensure all their clinical records are on file and up to date in their student Typhon account. If not in compliance, clinicals may (or will) be delayed or denied.


   Doctor of Nursing Practice (DNP) Students - **DNP Project**: Using the DNP Project Guidelines, submit the Dissemination product to the Department of Graduate Nursing Office to show completion of the DNP Project (https://www.winona.edu/graduatenursing/resources.asp).

4. **Application for Graduation**: An “Application for Graduation” (MS, GC, DNP) or “Certificate Completion Form” (Nursing) (GC) must be submitted to the School of Graduate Studies by midterm of the term prior to graduation (see academic calendar for official due date). Please see your advisor for more information (https://www.winona.edu/gradstudies/student-forms.asp).

5. **COMMENCEMENT CEREMONY**! You have achieved your goal. Congratulations!

   Order Regalia. The Winona State Bookstore sells these items. Please visit for https://www.wsubookstore.com/ for information on ordering Caps and Gowns.

   Participation in the Commencement Ceremony is required by College Policy unless special permission is granted by the Dean. Commencement is an honoring ceremony for you and your support systems as well as an official culmination of the degree. Enjoy it!

If you have ANY questions about these milestones or about the program, please make an appointment to speak with your academic advisor.

*Links to the forms listed above can be found on the Department of Graduate Nursing website at https://www.winona.edu/graduatenursing/forms.asp*
Directions & Maps
WSU-Rochester consists of three different locations throughout Rochester, MN. Our main campus, which is part of the larger Rochester Community and Technical College campus, is in the southeast corner of the city. The WSU-Rochester campus is just minutes from downtown, 50 miles west of Winona and 85 miles south of Minneapolis. As a commuter campus, we understand that accessibility is important. Resources for directions, maps, parking and transportation have been provided to make your visit as smooth as possible.

Main Campus
The main campus, co-located on the RCTC campus, houses undergraduate and graduate offerings in Rochester, along with the Student and Campus Services offices.  
859 30th Avenue SE  
Rochester, MN 55904

WSU-Rochester on Broadway
WSU-Rochester’s newest location is where you will find the offices of the Department of Graduate Nursing, Adult & Continuing Education, Academic Affairs, Healthforce MN, along with classroom and meeting spaces.  
400 South Broadway Avenue Suites 204 and 300  
Rochester, MN 55904

Heintz Center
The Heintz Center is the location of WSU-Rochester’s Elementary Education program and STEM Village, an education resource for SE Minnesota teachers, along with additional classroom space.  
1926 Collegeview Road E  
Rochester, MN 55904

Links to campus maps:
https://www.winona.edu/rochester/maps/campus-maps.asp
https://www.rctc.edu/maps/
https://www.winona.edu/maps.asp
I. INTRODUCTION

A. This handbook contains information helpful to you as a graduate student as you progress through the Department of Graduate Nursing at WSU. It is intended to provide a collection of information in one place. It is not intended to duplicate information available elsewhere. Students must also refer to the Winona State University Graduate Catalog, which contains regulations, course listings, and degree programs. You should read it carefully and be familiar with the TIMELINES for admission to candidacy, thesis/scholarly inquiry paper and DNP project, and graduation. To access the Graduate Catalog on-line, please visit https://catalog.winona.edu/index.php

B. WSU Nursing Department Addresses

<table>
<thead>
<tr>
<th>Department of Undergraduate Nursing</th>
<th>Department of Graduate Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winona State University</td>
<td>WSU-Rochester</td>
</tr>
<tr>
<td>PO Box 5838 - 303 Stark</td>
<td>400 South Broadway, Suite 204</td>
</tr>
<tr>
<td>Winona, MN 55987</td>
<td>Rochester, MN 55904</td>
</tr>
<tr>
<td>Phone: (507) 457-5120</td>
<td>Phone: (507) 535-2580</td>
</tr>
<tr>
<td>1-800-342-5978</td>
<td>1-800-366-5418</td>
</tr>
<tr>
<td>Fax: (507) 457-5550</td>
<td>Fax: (507) 535-2578</td>
</tr>
</tbody>
</table>

C. WSU Department of Graduate Nursing Leadership

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(See Appendix C for full faculty listing)

Department of Graduate Nursing office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday during the academic year.
II. HISTORICAL DEVELOPMENT OF THE DEPARTMENT OF GRADUATE NURSING

President Minne first presented the proposal for a baccalaureate program to the legislature in 1960. The move to phase out the hospital programs and add four-year baccalaureate programs on college campuses was well underway by 1964, the year Winona State established its new nursing curriculum. In the spring of 1968, Winona State College graduated its first class of baccalaureate nursing majors. From the first small class of 16, the program increased to 48 graduates by 1973. It expanded to Rochester the following year where it quickly grew to meet the needs of the nursing community here. In Rochester the students were predominantly RN's until 1980 when generic nursing students also studied at WSU Rochester.

In the late seventies the nursing faculty made developing a master's program one of their long-range goals. A feasibility study was conducted in 1985-86 by Dr. Marjorie Smith and Dr. Rosemary Langston. It supported the need for a master’s program in nursing. Local advisors and consultants were gathered to plan the curriculum based on area needs and survey results. Approval for the program was received from the Nursing Department, Graduate Council, University, State University System and the Higher Education Coordinating Board. The next step involved writing an “Advanced Nurse Education Training Grant” for the Department of Health and Human Services, Bureau of Health Professions. This required a rigorous review process of need and program quality before the grant was approved. The project was funded from July 1, 1987, to June 30, 1990, for more than $600,000 over three years. Dr. Smith, Director of the Master’s Program, was the project director. The Master's Program began in the fall of 1987 when 21 students were admitted part-time to the program. The Master's Program received NLN accreditation in 1991. In 1994 another Advanced Nurse Education Training grant was received to develop and implement the Adult Nurse Practitioner focus. A third three-year grant for over $700,000 was received in 1997 to implement the family nurse practitioner focus and develop distance learning courses within the master's program. In 2011, in partnership with the Mayo Clinic School of Health Sciences, the adult-gerontology acute care nurse practitioner program was added. Students in that program participate with health professionals in other disciplines throughout simulation and clinical course work. The first cohort of Psychiatric-Mental Health Nurse Practitioner (PMHNP) Graduate Certificate students enrolled in WSU’s newest program in May 2017. Development of this curriculum and program was funded by a grant from HealthForce Minnesota through a Minnesota State Centers for Excellence initiative. The PMHNP program was informed by community members in Winona and Rochester, MN and LaCrosse, WI in response to the need for PMHNP providers and program delivery is primarily online. A PMHNP Doctor of Nursing Practice (DNP) program was approved by Minnesota State on May 4, 2018 and enrollment of the first PMHNP DNP students occurred in summer 2018.

In 2007, the Winona State University graduate nursing faculty began participation in the Minnesota State Colleges and Universities (MnSCU) Consortium post-nursing master's Doctor of Nursing Practice (DNP) program. This Consortium program was a fully online program taught by the graduate nursing faculties at four home universities: Metropolitan University; Minnesota State University, Moorhead; Minnesota State University, Mankato and Winona State University. Didactic courses were taught by faculty members from the four universities in teaching teams. Clinical project and capstone courses were taught by the graduate faculty members at each of the four home universities; students officially graduate from their home University with the DNP. The first Consortium DNP class was admitted in fall 2007. The first Winona State University DNP students graduated in the spring semester of 2009 and the last WSU DNP students graduated from the Consortium DNP program in May 2013. These students also received federal traineeship funds. Graduates are practicing in leadership roles in service, education and clinical scholarship. In 2012, the ability to offer the DNP as a stand-alone degree program at WSU was granted to the Department of Nursing, College of Nursing and Health Sciences by Minnesota State Colleges and Universities and the Higher Learning Commission. The first students were admitted to the WSU DNP program in spring 2013 and initial enrollment in the WSU DNP program began in fall 2013 and initial accreditation of the DNP program was granted by the Commission for Collegiate Nursing Education (CCNE) in 2015.

In 2020, the Department of Graduate Nursing (DGN) was formed to accommodate growing student enrollment, the needs of a variety of programs, and to organize the graduate faculty and programs according to the unique accreditation needs of graduate nursing education. The DGN created its component committee structure and Dr. Sonja J. Meiers was elected as the founding Department Chair. The DGN and the Department of Undergraduate Nursing are what is known as Winona State University Nursing and collaborate to advance nursing education at the baccalaureate and graduate levels.
III. WINONA STATE UNIVERSITY Department of Graduate Nursing MISSION, VISION, AND VALUES

A. MISSION
To prepare graduate nursing students to lead the transformation of nursing and health care. To prepare nurse leaders, educators and advanced practitioners for the highest level of nursing practice and improve the world through all aspects of health and well-being.

B. VISION
To lead the region in quality graduate nursing education.

C. VALUES
The Department of Graduate Nursing is committed to:
- Effective and inspirational leadership
- Clinical relevance and excellence
- Critical and innovative thinking
- Academic rigor
- Integrity
- Engaged learning
- Student success
- Inclusive excellence
- Stewardship of resources
- Authentic and professional relationships
IV. DEPARTMENT OF GRADUATE NURSING

A. Graduate Education

Graduate education in nursing builds upon and extends the knowledge base acquired in the baccalaureate program. Because nursing is a scholarly discipline, the advanced practice nurse must expand the theoretical body of knowledge and framework that provides a base for practice. Faculty believe that clinical study in advanced nursing should reflect societal needs for nursing services and be sufficiently broad in scope to enable graduates to practice in a variety of settings and locales. Sound, clinically-based learning experiences are central to advanced nursing and the advanced nurse clinician must be able to facilitate complex health care in a variety of settings.

Program Goals:
- The nurse who is educated at the master’s level or in a graduate certificate role must assume responsibility for continued clinical scholarship and possess skills in the analysis and synthesis of knowledge essential for advanced nursing clinical inquiry in a role.
- The nurse who is educated at the doctoral level must assume leadership roles in clinical scholarship and analytical methods to improve health outcomes in complex situations and settings through understandings of clinical prevention and population health strategies; information systems and patient care technologies; health policy and advocacy; and interprofessional collaboration.

Faculty believe that graduate students should be involved in choosing their learning goals, the means of achieving them, and be active participants in their own learning. Graduate study fosters collegiality in the student-teacher relationship. It is within a climate of mutual respect and caring that students and faculty share in a cooperative enterprise of learning, inquiry and teaching.

B. The Essentials of Graduate Education in Nursing (AACN)

The Winona State University’s Master’s Programs in Nursing’s curriculum is based on “The Essentials of Master’s Education in Nursing” from the American Association of Colleges of Nursing (AACN).

The Winona State University’s Doctoral Programs in Nursing’s curriculum is based on “The Essentials of Doctoral Education for Advanced Nursing Practice” from the American Association of Colleges of Nursing (AACN).

Both documents can be found by visiting: https://www.aacnnursing.org/News-Information/Publications

C. A Guide to Professional Nursing Standards, Competencies, and Guidelines

The American Nurses Association (ANA) and other professional nursing organizations have created a myriad of scope and standards for practice. Some also include advance practice scope and standards.
This link shows most of the Specialty ANA Scope and Standards (do not purchase, the link is for information; the libraries have many of these, if needed): https://www.nursingworld.org/continuing-education/ce-subcategories/scope-and-standards-of-practice/  Link works

This ANA link shows affiliated organizations, many of which have specialty standards, guidelines, and/or competencies. Some are in collaboration with ANA or other organizations: http://nursingworld.org/FunctionalMenuCategories/AboutANA/WhoWeAre/AffiliatedOrganizations  Links work

As you learn more about your advanced professional role, there are several documents specific to each role/population area. The WSU Department of Graduate Nursing uses the following standards or competencies for each role/population:


AGPCNP = AACN. (2016). Adult-Gerontology Primary Care Nurse Practitioner Competencies https://www.aacnnursing.org/Faculty/Teaching-Resources/Curriculum-Guidelines


Population-focused Nurse Practitioner Competencies: Family/Across the Lifespan Competencies (pgs 9-20)


Leadership = American Nursing Association [ANA]. (2016). Nursing Administration: Scope and Standards (2nd ed.). The ANA does not have an electronic document for this but the book is available at Krueger library https://mnpals-wsu.primo.exlibrisgroup.com/discovery/NursingAdministration

AND


Nursing Education = National League for Nursing. (2005). Core Competencies of Nurse Educators

Finke, L. M. (2012). Teaching in nursing: The faculty role (See Box 1-1 National League for Nursing Nurse Educator Competencies). In D. M. Billings & J. A.
D. Description of the Programs

Master of Science (MS) and Graduate Certificate (GC) students select from the programs of:

- Adult-Gerontology Clinical Nurse Specialist (GC Only)
- Nurse Educator
- Adult-Gerontology Acute Care Nurse Practitioner (GC Only)
- Psychiatric-Mental Health Nurse Practitioner (GC Only)
- Nursing Leadership: Nursing and Organizational Leadership
- Family Nurse Practitioner (GC Only)

The master’s and graduate certificate programs are designed so that each student will be able to*:

1. Employ evidence-based practice when planning, implementing, and evaluating health care for individuals, families, aggregates, systems, and organizations;
2. Integrate nursing theory, research, ethics and related sciences into the delivery of culturally competent advanced nursing care for diverse populations and health care systems;
3. Demonstrate professionalism within an advanced nursing role;
4. Demonstrate leadership with inter-professional teams to analyze complex practice and organizational issues; and
5. Apply knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations.

* Approved March 2011 and implemented August 2011.

Doctor of Nursing Practice (DNP) students select from the programs of:

- Adult-Gerontology Clinical Nurse Specialist
- Family Nurse Practitioner
- Adult-Gerontology Acute Care Nurse Practitioner
- Psychiatric-Mental Health Nurse Practitioner
- Nursing Leadership: Nursing and Organizational Leadership
- Nursing Leadership: Practice and Leadership Innovations

The DNP programs are designed so that each student will be able to*:

1. Appraise evidence-based practice when planning, implementing, and evaluating health care for individuals, families, aggregates, systems, and organizations.
2. Interpret nursing theory, research, ethics, and related sciences into the delivery of culturally-competent advanced nursing care for diverse populations and health care systems.
3. Assert professionalism within an advanced nursing role.
4. Design leadership strategies for effective inter-professional teams.
5. Synthesize knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations.
6. Justify advanced levels of clinical judgement and systems thinking to improve outcomes for individuals, systems and populations.
E. Curriculum Structure

Graduates of the MS programs are prepared for a variety of advanced nursing roles (e.g. nurse educators, nurse leaders, nurse practitioners, clinical nurse specialists). Graduates of the Graduate Certificate programs are prepared for a variety of advanced nursing roles and have previously completed a graduate degree in nursing. Graduate Certificate students in the APRN programs are prepared for a specific functional role and to care for a specific population. These graduates also have the foundation for continued graduate studies (i.e. DNP or PhD). Graduates of the DNP program are prepared for the highest level of clinical nursing practice.

Nursing science core courses, taken by all MS and DNP students, build on students' baccalaureate nursing knowledge to integrate scientific underpinnings for practice, understand nursing information management and decision-making, and advocate for health promotion. Students develop evidence-based knowledge and skills to enhance the quality and safety of health care while demonstrating leadership and professionalism. Courses within the selected programs of Adult-Gerontology Clinical Nurse Specialist, Nurse Educator, Family Nurse Practitioner, Psychiatric-mental Health Nurse Practitioner (GC), Adult-Gerontology Acute Care Nurse Practitioner, Nursing and Organizational Leadership or Practice and Leadership Innovations provide specialized knowledge and practice opportunities in each advanced nursing role. A unique feature of the programs is the targeted emphasis on the nurse’s use of advanced knowledge and skills of health promotion with individuals and families in diverse populations to address health care needs within complex environments.

The DNP program of study builds upon previous baccalaureate or master’s degrees in nursing. Students begin the DNP program at one of two entry points, either as a post-baccalaureate nursing applicant or a post-master’s degree in nursing applicant. The post-baccalaureate DNP program is built upon the baccalaureate in nursing and is grounded in nursing theory, research, ethics and related sciences to prepare graduates for the highest level of nursing practice through use of advanced clinical judgment informed by sound evidence. The post-master’s DNP program is built upon the master’s degree in nursing that has prepared students according to the essentials of master’s education (AACN, 2011), for direct or indirect care, and in a functional role for master’s level nursing practice. The post-master’s DNP in all areas also builds upon the functional role and adds content and experience in population-based health, evidence-based practice, clinical scholarship, and system level interprofessional leadership of practice change to improve patient health and system outcomes.

F. Master of Science, Doctor of Nursing Practice, and Graduate Certificate Programs

Adult-Gerontology Clinical Nurse Specialist (AGCNS)

Students in the Adult-Gerontology Clinical Nurse Specialist (AGCNS) program are prepared for the multi-faceted role of clinical nurse specialist with the adult-gerontology population. AGCNS students will demonstrate direct care (including prescriptive authority), consultation, systems leadership, collaboration, coaching, and research competencies and impact direct patient / client care, the practice of other nurses and nursing personnel, and healthcare systems / organization outcomes. The AGCNS program is available within a Doctor of Nursing Practice (DNP) degree or Post-Master’s Certificate program. The Graduate Certificate (GG) program is for nurses who have completed a graduate degree in nursing from a nationally accredited graduate nursing program and in another nursing specialty or role. The AGCNS GC program provides nurses the opportunity to acquire the education, skills, and abilities to seek certification and licensure as an Advanced Practice Nurse (APRN), Adult-Gerontology Clinical Nurse Specialist (AGCNS). AGCNS graduates are prepared for eligibility for the American Nurses Credentialing Center’s (ANCC) Adult-Gerontology Clinical Nurse Specialist certification exam or the American Association of Critical Care Nurses (AACN) Adult-Gerontology Clinical Nurse Specialist exam.
Nurse Educator (NE)

Students who elect the Nurse Educator (NE) program are prepared to teach in an academic or health care setting. In addition to the nursing science core and direct care core courses, content is offered in knowledge and skills related to the teaching/learning process in nursing, as well as curriculum and program design, instruction, assessment, and evaluation. Students practice teaching under the guidance of preceptors in academic and health care settings. The Graduate Certificate (GC) is designed for Post-Nursing Graduate degree prepared nurses making career moves from practice-based employment to education programs and is part of an effort to expand the outreach and access to educational programming for the preparation of qualified Nurse Educators. The program consists of three seminar courses and one practicum consisting of 180 hours clinical experience teaching in academic and health care settings. These courses may be taken in one semester or over two semesters. All of the courses are offered using distance teaching strategies. MS and GC graduates are prepared for eligibility to sit for the National League for Nursing Certified Nurse EducatorSM (CNE) Examination after two years of full-time employment in the academic faculty role.

Nursing Leadership: Nursing and Organizational Leadership (NOL)

Students who elect the Nursing and Organizational Leadership (NOL) program are prepared for administrative and leadership positions in a health care setting. In addition to the core courses, content focuses on elements of a nursing care system; the responsibilities of the Nursing and Organizational Leader in research, education, and clinical practice; human resource management; fiscal accountability; information and project management; the functions of the Nursing and Organizational Leader in the organization and system; and on issues and trends in nursing organizational management. Clinical practicums in advanced nursing for the Nursing and Organizational Leader emphasize management of clients, nurses, other health care personnel and resources. The Nursing Leadership Practicums offer students the opportunity to apply nursing leadership and administrative principles under the guidance of a qualified preceptor. The DNP Project is completed with guidance of a clinical mentor by all DNP students and involves demonstration of knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations. The Graduate Certificate program is designed for nurses who already have a graduate degree in nursing and wish to develop their knowledge and skills in the principles of nursing administration and leadership. The certificate program requires completion of a 24-credit plan of study that prepares nurses for nurse administration and leadership roles in a variety of health care settings. All of the courses are offered using distance teaching strategies. GC graduate are prepared for eligibility for the American Organization of Nurse Leaders exam after two years of practice as a nurse executive. Graduates of the DNP and MS programs are prepared for eligibility for the following certification exams after meeting additional eligibility criteria related to work experience: The American Nurses Credentialing Center (ANCC) Nurse Executive Board Certification (NE-BC)/Nurse Executive, Advanced (NEA-BC) or the American Organization of Nurse Leaders (AONL) Certified Nurse Manager and Leader (CNML)/ Certified Executive in Nursing Practice (CENP).
Nursing Leadership: Practice and Leadership Innovations (PLI)

Students who elect the Practice and Leadership Innovations (PLI) emphasis are prepared to develop innovations in practice and leadership. In addition to core courses, content focuses on leadership in practice, organizational leadership, and the development, implementation, and evaluation of innovations. Students will be allowed to tailor their program with electives that advance their knowledge of practice, innovations, and/or leadership. Students will be prepared to lead innovations, advance practice, and improve healthcare outcomes. Clinical practicums in advanced nursing for the Practice and Leadership Innovations emphasis enable students to develop and lead a practice and/or leadership innovation project with attention to the impact on the organization and human/financial implications. The Doctor of Nursing Practice Project is completed with guidance of a clinical mentor by all DNP students and involves demonstration of knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations. The Nursing Leadership Practicums offer the students the opportunity to apply nursing practice, interprofessional leadership, and innovation principles under the guidance of a qualified preceptor.

Family Nurse Practitioner (FNP)

Students who elect the Family Nurse Practitioner (FNP) DNP program are prepared to perform an expanded role as primary health care providers. In addition to the nursing science core courses and the direct care core courses, content includes comprehensive assessment of the health status of adults, children and families; diagnosis and management of common acute and chronic health problems; provision of counseling and teaching in areas of health promotion and disease prevention; and collaboration with other health professionals. Clinical practicums under the supervision of qualified nurse practitioners or other primary care provider preceptors will focus on primary health care in a variety of settings. The DNP Project is completed with guidance of a clinical mentor by all DNP students and involves demonstration of knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations. The GC program is designed to integrate the Post Nursing Graduate students into the existing sequence of courses leading to preparation as a Family Nurse Practitioner. This option provides nurses that already have graduate degree preparation in another area of nursing the opportunity to acquire the education, skills, and abilities to seek certification and practice as an Advanced Practice Registered Nurse (APRN). Some of the courses are offered using distance teaching strategies. Prerequisite to GC admission: Graduation from a nationally accredited graduate program in nursing with evidence of completion of advanced pathophysiology, advanced health assessment (including diagnostic reasoning), advanced health promotion and advanced pharmacology (within last three years required in some states for credentialing). Graduates with the DNP award and GC graduates are prepared for eligibility for the American Nursing Credentialing Center’s Family NP exam or the American Academy of Nurse Practitioner Certification Program’s (AANPCP) FNP exam.

In 2007, WSU was selected for the “National Outstanding Faculty Practice Award” from the National Organization of Nurse Practitioner Faculties (NONPF).
Adult-Gerontology Acute Care Nurse Practitioner (AGACNP)

Students choosing the Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) program are prepared to provide and manage health care of the acutely ill and the critically or chronically ill adult patient in a wide range of settings. AGACNP practice includes decision-making, both independently and interdependently; and is directly accountable for clinical judgments. In addition to the nursing science core and direct care core courses, content includes differential diagnosis and disease management; diagnostic and therapeutic interventions to manage acute and critical health problems; participation in and use of research; development and implementation of health policy, leadership, education, case management; and consultation with emphasis on interdisciplinary therapeutics. Clinical practicums under the supervision of qualified clinical preceptors will focus on acute care in a variety of specialty areas. The DNP Project is completed with guidance of a clinical mentor by all DNP students and involves demonstration of knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations. The Graduate Certificate program is designed to integrate the Post-Nursing Graduate degree students into the existing sequence of courses leading to preparation as an Adult-Gerontology Acute Care Nurse Practitioner (AGACNP). This option provides nurses that already have graduate degree preparation in another area of nursing the opportunity to acquire the education, skills, and abilities to seek certification and practice as an Advanced Practice Registered Nurse (APRN), Adult-Gerontology Acute Care Nurse Practitioner. Some of the courses are offered using distance teaching strategies. Graduates with the DNP degree or Graduate Certificate are prepared for eligibility for the American Nurses Credentialing Center’s (ANCC) Adult/Gero Acute Care NP certification exam or the American Academy of Critical Care Nurses (AACN) Adult/Gero Acute Care NP (Adult-Gerontology) certification exam.

Psychiatric-Mental Health Nurse Practitioner (PMHNP)

Students choosing the Psychiatric-Mental Health Nurse Practitioner (PMHNP) program are prepared with specialized knowledge, skills, and abilities to provide care across the lifespan to individuals, families, groups, and communities with behavioral and mental health problems/disorders or the potential for such problems. In addition to nursing science core courses and direct care core courses, content includes psychopharmacology, psychopathology, neurobiology, psychiatric assessment, case formulation, diagnostic interpretation, and therapeutic modalities. Clinical practicums under the supervision of qualified preceptors will focus on psychiatric-mental health care in a variety of specialty areas with a rural emphasis. All Doctor of Nursing Practice (DNP) students complete a clinical project within the clinical setting. The Graduate Certificate (GC) is for nurses who have completed a previous graduate degree in nursing from a nationally accredited graduate nursing program and desire to prepare for certification as a PMHNP. Upon completion of this graduate certificate program, graduates will be eligible to apply for certification as advanced practice nurses for medication prescribing and behavioral care. Clinical hours for GC may be tailored based on prior experiences. The PMHNP program prepares DNP and GC graduates for eligibility for the American Nurses Credentialing Center’s Psychiatric-Mental Health Nurse Practitioner examination.
G. Post-Master’s Doctor of Nursing Practice Programs

**Adult-Gerontology Clinical Nurse Specialist (AGCNS)**

This program provides nurses who already have Master’s degree nursing preparation as an Adult-Gerontology Clinical Nurse Specialist (AGCNS) and certification the opportunity to acquire DNP education preparation. The Clinical Scholarship Project is completed with guidance of a clinical mentor by all DNP students and involves demonstration of knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations.

A total of 1000 clinical/practicum hours are required for all graduates of a DNP program. This program provides 540 hours. The remaining 460 clinical/practicum hours may come from a previous master’s degree (appropriateness will be determined by faculty). Additional clinical/practicum courses may be necessary to achieve this requirement of 460 hours.*

**Nursing and Organization Leadership (NOL)**

This option provides nurses who already have Master’s degree preparation as a nurse administrator the opportunity to acquire DNP education preparation, and to further develop their knowledge and skills in the principles and practice of nursing administration and leadership. The program requires completion of a 32-credit plan of study that prepares nurses for nurse administration and leadership roles in a variety of health care settings. The Clinical Scholarship Project is completed with guidance of a clinical mentor by all DNP students and involves demonstration of knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations. Graduates of the program are prepared for eligibility for either of the following certification exams after meeting additional eligibility criteria related to work experience: the American Nurses Credentialing Center (ANCC) Nurse Executive Board Certification (NE-BC)/Nurse Executive, Advanced Board Certification (NEA-BC) or the American Organization for Nurse Leaders (AONL) Certified Nurse Manager and Leader (CNML)/Certified Executive in Nursing Practice (CENP).

A total of 1000 clinical/practicum hours are required for all graduates of a DNP program. This program provides 600 hours. The remaining 400 clinical/practicum hours may come from a previous master’s degree (appropriateness will be determined by faculty). Additional clinical/practicum courses may be necessary to achieve this requirement of 400 hours.*

**Practice and Leadership Innovations (PLI)**

This option provides nurses who already have Master’s degree preparation the opportunity to acquire DNP education preparation and to develop innovations in practice and leadership. Students will be allowed to tailor their program with electives that advance their knowledge of practice, innovations, and/or leadership. Students will be prepared to lead innovations, advance practice, and improve healthcare outcomes. Clinical practicums in advanced nursing for the Practice and Leadership Innovations emphasis enable students to develop and lead a practice and/or leadership innovation project with attention to the impact on the organization and human/financial implications. The Nursing Leadership Practicums offer the students the opportunity to apply nursing practice, leadership, and innovation principles under the guidance of a qualified preceptor. The Doctor of Nursing Practice Project is completed with guidance of a clinical mentor by all DNP students and involves demonstration of knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations.

A total of 1000 clinical/practicum hours are required for all graduates of a DNP program. This program provides 600 hours. The remaining 400 clinical/practicum hours may come from a

previous master’s degree (appropriateness will be determined by faculty). Additional clinical/practicum courses may be necessary to achieve this requirement of 400 hours.*

**Family Nurse Practitioner (FNP)**

This option provides nurses who already have Master’s degree nursing preparation as a Family Nurse Practitioner (FNP) and national certification the opportunity to acquire the DNP education preparation. The DNP Project is completed with guidance of a clinical mentor by all DNP students and involves demonstration of knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations.

A total of 1000 clinical/practicum hours are required for all graduates of a DNP program. This program provides 540 hours. The remaining 460 clinical/practicum hours may come from a previous master’s degree (appropriateness will be determined by faculty). Additional clinical/practicum courses may be necessary to achieve this requirement of 460 hours.*

**Adult-Gerontology Acute Care Nurse Practitioner (AGACNP)**

This program provides nurses who already have Master’s degree nursing preparation as an Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) and certification the opportunity to acquire the DNP education preparation. The DNP Project is completed with guidance of a clinical mentor by all DNP students and involves demonstration of knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations.

A total of 1000 clinical/practicum hours are required for all graduates of a DNP program. This program provides 540 hours. The remaining 460 clinical/practicum hours may come from a previous master’s degree (appropriateness will be determined by faculty). Additional clinical/practicum courses may be necessary to achieve this requirement of 460 hours.*

**Psychiatric-Mental Health Nurse Practitioner (PMHNP)**

This program provides nurses who already have Master’s degree nursing preparation as a Psychiatric-mental Health Nurse Practitioner (PMHNP) and certification the opportunity to acquire the DNP education preparation. The DNP Project is completed with guidance of a DNP Mentor by all DNP students and involves demonstration of knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations.

A total of 1,000 clinical/practicum hours are required for all graduates of a DNP program. This program provides 540 hours. The remaining 460 clinical/practicum hours may come from a previous master’s degree (appropriateness will be determined by faculty). Additional clinical/practicum courses may be necessary to achieve this requirement of 460 hours.*

*Clinical/practicum hour ratio is 1 credit hour to 60 clinical/practice hours.
H. DESCRIPTION OF CURRICULUM

Department of Graduate Nursing - Winona State University
Major: Nursing
Degree Award: MASTER OF SCIENCE (MS)

NURSING SCIENCE CORE COURSES (Semester Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATS 601</td>
<td>Statistical Methods</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 600</td>
<td>Scientific &amp; Ethical Foundations</td>
<td>(4)</td>
</tr>
<tr>
<td>NURS 604</td>
<td>Health Care Policy/Quality Health Care Delivery</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 606</td>
<td>Nursing Information Management &amp; Decision-Making</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 608</td>
<td>Organizational &amp; Systems Leadership</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 612</td>
<td>Advanced Health Promotion for Families</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 613</td>
<td>Advanced Health Promotion for Families Clinical</td>
<td>(1)</td>
</tr>
<tr>
<td>NURS 614</td>
<td>Evidence-Based Practice</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 615</td>
<td>Scholarly Inquiry Paper/Thesis Seminar</td>
<td>(2)</td>
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<td><strong>Total Credits:</strong> 25 S.H.</td>
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PROGRAM – Nurse Educator (NE)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 616</td>
<td>Molecular, Genetics &amp; Immune Mechanisms</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 617</td>
<td>Advanced Clinical Pharmacology</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 618</td>
<td>Advanced Pathophysiology</td>
<td>(2)</td>
</tr>
<tr>
<td>NURS 619</td>
<td>Advanced Health Assessment</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 669</td>
<td>Nursing Education: Theory &amp; Research</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 670</td>
<td>Nursing Education Curriculum &amp; Program Design</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 671</td>
<td>Nursing Education: Instruction &amp; Evaluation</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 672</td>
<td>Nursing Education Practicum*</td>
<td>(1 - 3 clinical; 1 - seminar teaching; and 1-2 - clinical teaching)</td>
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<td><strong>Total Credits:</strong> 48 S.H.</td>
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</table>

PROGRAM – Nursing and Organizational Leadership (NOL)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 651</td>
<td>Strategic Project Management</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 652</td>
<td>Financial Resource Management in Nursing Service</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 653</td>
<td>Human Resource Management</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 654</td>
<td>Structure &amp; Design of Nursing Services in Health Care Organizations</td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td><strong>Students choose two of the following:</strong></td>
<td></td>
</tr>
<tr>
<td>NURS 662</td>
<td>Innovations in Nursing and Healthcare Leadership Practicum</td>
<td>(3 clinical)</td>
</tr>
<tr>
<td>NURS 663</td>
<td>Interprofessional Leadership in Community and population Health Practicum</td>
<td>(3 clinical)</td>
</tr>
<tr>
<td>NURS 664</td>
<td>Strategic Leadership Resource Practicum</td>
<td>(3 clinical)</td>
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<td><strong>Total credits:</strong> 43 S.H.</td>
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Clinical Hours by Program Focus: (1 Credit = 60 Clinical Hours)

<table>
<thead>
<tr>
<th>Program Focus</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Nurse Educator</td>
<td>300</td>
</tr>
<tr>
<td>Nursing and Organizational Leadership</td>
<td>420</td>
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</tbody>
</table>
Department of Graduate Nursing - Winona State University  
Major: Nursing  
Degree Award: DOCTOR OF NURSING PRACTICE

NURSING SCIENCE CORE COURSES (Semester Hours)

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>STATS 601</td>
<td>Statistical Methods</td>
<td>3</td>
</tr>
<tr>
<td>NURS 600</td>
<td>Scientific &amp; Ethical Foundations</td>
<td>4</td>
</tr>
<tr>
<td>NURS 604</td>
<td>Health Care Policy/Quality Health Care Delivery</td>
<td>3</td>
</tr>
<tr>
<td>NURS 606</td>
<td>Nursing Information Management &amp; Decision-Making</td>
<td>3</td>
</tr>
<tr>
<td>NURS 608</td>
<td>Organizational &amp; Systems Leadership</td>
<td>3</td>
</tr>
<tr>
<td>NURS 612</td>
<td>Advanced Health Promotion for Families</td>
<td>3</td>
</tr>
<tr>
<td>NURS 613</td>
<td>Advanced Health Promotion for Families Clinical</td>
<td>1</td>
</tr>
<tr>
<td>NURS 614</td>
<td>Evidence-Based Practice or NURS 714 Translation of Evidence to Practice</td>
<td>3</td>
</tr>
<tr>
<td>NURS 701</td>
<td>Applied Biostatistics</td>
<td>4</td>
</tr>
<tr>
<td>NURS 703</td>
<td>Epidemiological Approaches to Population Health</td>
<td>3</td>
</tr>
<tr>
<td>NURS 775</td>
<td>Clinical Scholarship (variable credit - program specific)</td>
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Total Credits: 36-39 S.H.

PROGRAM – Adult-Gerontology Clinical Nurse Specialist (AGCNS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NURS 616</td>
<td>Molecular/Genetics &amp; Immune Mechanisms</td>
<td>3</td>
</tr>
<tr>
<td>NURS 617</td>
<td>Advanced Clinical Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>NURS 618</td>
<td>Advanced Pathophysiology</td>
<td>2</td>
</tr>
<tr>
<td>NURS 619</td>
<td>Advanced Health Assessment</td>
<td>3 (1 clinical)</td>
</tr>
<tr>
<td>NURS 620</td>
<td>Adult-Gerontology CNS Role Foundations Seminar</td>
<td>2</td>
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<tr>
<td>NURS 624</td>
<td>Adult-Gerontology CNS Role Development Seminar</td>
<td>3</td>
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<tr>
<td>NURS 625</td>
<td>Adult-Gerontology CNS Role Development Clinical</td>
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<tr>
<td>NURS 630</td>
<td>Adult-Gerontology CNS Role Synthesis Seminar</td>
<td>3</td>
</tr>
<tr>
<td>NURS 631</td>
<td>Adult-Gerontology CNS Role Synthesis Clinical</td>
<td>1-4</td>
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</table>

DNP Electives - Electives (total of 6 credits)

Total Credits: 72 S.H.

PROGRAM – Nursing Leadership: Nursing and Organizational Leadership (NOL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 651</td>
<td>Strategic Project Management</td>
<td>3</td>
</tr>
<tr>
<td>NURS 652</td>
<td>Financial Resource Management in Nursing Service</td>
<td>3</td>
</tr>
<tr>
<td>NURS 653</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>NURS 654</td>
<td>Structure &amp; Design of Nursing Services in Health Care Organizations</td>
<td>3</td>
</tr>
<tr>
<td>NURS 662</td>
<td>Innovations in Nursing and Healthcare Leadership Practicum</td>
<td>3 clinical</td>
</tr>
<tr>
<td>NURS 663</td>
<td>Interprofessional Leadership in Community and population Health Practicum</td>
<td>3 clinical</td>
</tr>
<tr>
<td>NURS 664</td>
<td>Strategic Leadership Resource Practicum</td>
<td>3 clinical</td>
</tr>
<tr>
<td>NURS 738</td>
<td>Contemporary Topics in Leadership</td>
<td>3 (required as DNP Elective)</td>
</tr>
<tr>
<td>NURS 755</td>
<td>Executive Leadership Practicum</td>
<td>3</td>
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DNP Electives - Electives (total of 9 credits)

Total credits: 72 S.H.
PROGRAM – Nursing Leadership: Practice and Leadership Innovations (PLI)

**NURS 651** - Strategic Project Management (3)

**NURS 662** - Innovations in Nursing and Healthcare Leadership Practicum (3 clinical)
**NURS 663** - Interprofessional Leadership in Community and population Health Practicum (3 clinical)
**NURS 664** - Strategic Leadership Resource Practicum (3 clinical)

**NURS 669** - Nursing Education: theory & Research (3)
**NURS 705** - Practice Innovations Seminar (3)
**NURS 738** - Contemporary Topics in Leadership (3)
**NURS 756** - Innovations in Practice & Leadership Practicum (3)

DNP - Electives (total of 12 credits)

**Total credits: 72 S.H.**

PROGRAM – Adult-Gerontology Acute Care Nurse Practitioner (AGACNP)

**NURS 616** - Molecular, Genetics & Immune Mechanisms (3)
**NURS 617** - Advanced Clinical Pharmacology (3)
**NURS 618** - Advanced Pathophysiology (2)
**NURS 619** - Advanced Health Assessment (3)
**NURS 673** - Advanced Diagnostics and Therapeutics for Adult-Gerontology Acute Care NPs (3) (1 clinical)

**NURS 674** - Acute Care of Adults Seminar I (3)
**NURS 675** - Acute Care of Adults Clinical I (4)
**NURS 676** - Acute Care of Adults Seminar II (3)
**NURS 677** - Acute Care of the Adults Clinical II (5)

DNP - Electives (total of 6 credits)

**Total credits: 74 S.H.**

PROGRAM – Family Nurse Practitioner (FNP)

**NURS 616** - Molecular/Genetics & Immune Mechanisms (3)
**NURS 617** - Advanced Clinical Pharmacology (3)
**NURS 618** - Advanced Pathophysiology (2)
**NURS 619** - Advanced Health Assessment (3)
**NURS 639** - Primary Care Clinical Introduction (1)
**NURS 640** - Primary Care of Adult and Gerontology Clients I (3)
**NURS 642** - Primary Care of Children I (2)
**NURS 643** - Primary Care Clinical II (5)
**NURS 644** - Primary Care Adult and Gerontology Clients II (3)
**NURS 646** - Primary Care of Children II (FNP only) (2)
**NURS 747** - Procedures for APRNs (3)

**Total Credits: FNP: 74 S.H.**
PROGRAM – Psychiatric-Mental Health Nurse Practitioner (PMHNP)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NURS 609</td>
<td>Psychopharmacology</td>
<td>2</td>
</tr>
<tr>
<td>NURS 616</td>
<td>Molecular/Genetics &amp; Immune Mechanisms</td>
<td>3</td>
</tr>
<tr>
<td>NURS 617</td>
<td>Advanced Clinical Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>NURS 618</td>
<td>Advanced Pathophysiology</td>
<td>2</td>
</tr>
<tr>
<td>NURS 619</td>
<td>Advanced Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>NURS 679</td>
<td>Psychopathology Disorders Across Life Span</td>
<td>5</td>
</tr>
<tr>
<td>NURS 680</td>
<td>Psychiatric-Mental Health NP Role I</td>
<td>3</td>
</tr>
<tr>
<td>NURS 681</td>
<td>Psychiatric-Mental Health NP Role I Clinical</td>
<td>4</td>
</tr>
<tr>
<td>NURS 682</td>
<td>Psychiatric-Mental Health NP Role II</td>
<td>3</td>
</tr>
<tr>
<td>NURS 683</td>
<td>Psychiatric-Mental Health NP Role II Clinical</td>
<td>4</td>
</tr>
<tr>
<td>NURS 686</td>
<td>Psychiatric-Mental Health NP Role Synthesis Seminar</td>
<td>1</td>
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<tr>
<td>NURS 687</td>
<td>Psychiatric-Mental Health NP Role Synthesis Clinical</td>
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<tr>
<td>Electives</td>
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</table>

*Total Credits: 74 S.H.*

**Clinical Hours by Program Focus:** *(1 Credit = 60 Clinical Hours)*

- Adult-Gerontology Clinical Nurse Specialist: 1140
- Nursing and Organizational Leadership: 1020
- Practice and Leadership Innovations: 1020
- Family Nurse Practitioner: 1260
- Adult-Gerontology Acute Care Nurse Practitioner: 1260
- Psychiatric-Mental Health Nurse Practitioner: 1260
I. Plans of Study

1. Two-Year Master of Science Plans of Study (Full Time)
   - Master of Science - 2 Year Nurse Educator
   - Master of Science - 2 Year Nursing and Organizational Leadership

2. Three-Year Master of Science Plans of Study (Part Time)
   - Master of Science - 3 Year Nurse Educator
   - Master of Science - 3 Year Nursing and Organizational Leadership

3. Graduate Certificate Plans of Study  what about GC & DNP??
   - Graduate Certificate - Adult-Gerontology Acute Care Nurse Practitioner
   - Graduate Certificate - Adult-Gerontology Clinical Nurse Specialist
   - Graduate Certificate - Family Nurse Practitioner
   - Graduate Certificate - Nurse Educator
   - Graduate Certificate - Nursing and Organizational Leadership
   - Graduate Certificate - Psychiatric-mental Health Nurse Practitioner

4. Three-Year Post-Baccalaureate Doctor of Nursing Practice Plans of Study
   - DNP - 3 Year Adult-Gerontology Acute Care Nurse Practitioner
   - DNP - 3 Year Adult-Gerontology Clinical Nurse Specialist
   - DNP - 3 Year Family Nurse Practitioner
   - DNP - 3 Year Nursing and Organizational Leadership
   - DNP - 3 Year Practice and Leadership Innovations
   - DNP - 3 Year Psychiatric-mental Health Nurse Practitioner

5. Four-Year Post-Baccalaureate Doctor of Nursing Practice Plans of Study
   - DNP - 4 Year Adult-Gerontology Acute Care Nurse Practitioner
   - DNP - 4 Year Adult-Gerontology Clinical Nurse Specialist
   - DNP - 4 Year Family Nurse Practitioner
   - DNP - 4 Year Nursing and Organizational Leadership
   - DNP - 4 Year Psychiatric-mental Health Nurse Practitioner

6. Two-Year Post-Master’s Doctor of Nursing Practice Plans of Study
   - PM DNP - 2 Year Adult-Gerontology Acute Care Nurse Practitioner
   - PM DNP - 2 Year Adult-Gerontology Clinical Nurse Specialist
   - PM DNP - 2 Year Family Nurse Practitioner
   - PM DNP - 2 Year Nursing and Organizational Leadership
   - PM DNP - 2 Year Practice and Leadership Innovations

7. Three-Year Post-Master’s Doctor of Nursing Practice Plans of Study
   - PM DNP - 3 Year Adult-Gerontology Clinical Nurse Specialist
   - PM DNP - 3 Year Family Nurse Practitioner
   - PM DNP - 3 Year Nursing and Organizational Leadership
   - PM DNP - 3 Year Practice and Leadership Innovations
8. Advanced Standing Doctor of Nursing Practice Plans of Study

- Psychiatric-mental Health Nurse Practitioner – APRN
- Psychiatric-mental Health Nurse Practitioner – non APRN
I. POLICIES AND REQUIREMENTS

   A. Admissions

      1. Admission Forms

         To apply for acceptance into a Graduate Nursing Program, students need to complete two separate applications:

         1. Submit the "WSU Graduate Studies Online Application" For consideration to be admitted into Winona State University. This application can be found at http://www.winona.edu/gradstudies/how-to-apply.asp.

         2. Depending on the degree you are pursuing, submit either: 1) "BSN-DNP or MS or Graduate Certificate Application" or 2) "Post-Master's DNP Application" to the Department of Graduate Nursing in Rochester through the online Nursing Centralized Application System (NursingCAS). https://www.winona.edu/graduatenursing/forms.asp - Application Forms.

         Applications, reference forms, and application deadline dates are available from the Department of Graduate Nursing Office (CF205) or can be accessed from the Internet at www.winona.edu/graduatenursing.

         Practicum/clinical placement is arranged for all students admitted to the programs. Placement occurs in designated regional clinical affiliate sites. Admission to the Nurse Practitioner programs is considered on a regional basis, contingent upon the availability of regional clinical affiliate sites.

         RN to Graduate Professional Pathway Program: Only students currently attending WSU’s RN program are eligible for this pathway. Students who are interested in the RN to Graduate Professional Pathway Program must first contact the WSU Undergraduate Nursing program at 507.285.7349 to determine eligibility. If eligible, the advisor in the Undergraduate Nursing program will provide guidance on registering for the RN to Graduate pathway. Additional information can be found at https://www.winona.edu/graduatenursing/rntoms.asp
2. Admission Requirements for the MS and BSN-DNP Programs in Nursing include:

1. Baccalaureate degree in nursing from a nationally accredited program in nursing;
2. Undergraduate coursework in physical assessment;
3. Undergraduate courses in nursing research and statistics required;
4. Computer literacy with knowledge of word processing, spreadsheet, and data base programs;
5. Transcripts of past education with GPA of 3.0 or greater on a 4.0 scale (1 official transcript from each institution attended);
6. Applicants with GPA less than 3.0, but are otherwise competitive in the applicant pool, will be considered for provisional admission on an individual basis; *
7. Applicants whose first language is not English must take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS);
8. Minimum of one year clinical nursing experience (recommended);
9. Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) applicants need to meet additional requirements:
   a. One year critical care experience strongly preferred (e.g., ICU, ER, ICU/CUU, unit providing high acuity care with fast-paced decision making and complex procedures),
   b. ACLS (Advanced Cardiac Life Support) certification,
   c. ECG interpretation course required prior to beginning clinical courses;
10. Evidence of current, unencumbered license as a Registered Nurse. Minnesota licensure typically required for all clinical courses. Other state license may also be required for clinical experiences in those states, according to state statute;
11. Applicants submit three (3) references from persons who can comment competently on the applicant’s background and suitability for nursing masters/doctoral study. At least one professional reference from a professional who occupies the student’s chosen advanced practice nursing role (e.g., nurse practitioner, clinical nurse specialist, nurse educator, nurse administrator/leader); one professional reference; and one academic or professional reference;
12. Statement of professional goals;
13. Clinical paperwork including background checks required after admission. Student assessed various fees related to clinical placement process. See Appendix P for more information.
14. Applicants seeking admission to the Department of Graduate Nursing may be required to have a personal interview with program faculty;
15. Department of Graduate Nursing tuition rates apply;
16. See the website for Graduate Nursing & DNP Differential tuition rates and Advanced Practice Nursing Differential tuition rates at https://www.winona.edu/billing/rochesterrates.asp.
17. BSN-DNP Applicants Only:
   a. Professional resume;
   b. Applicants are asked to provide clinical practice question that you are most interested in studying in your clinical scholarship courses. Applicants should provide background for why this clinical question is important for clinical nurse scholars to answer and the question should be formatted in the PICO or PICOT style. In addition, the applicant may provide ideas for the most appropriate clinical setting within which this question can be answered.**

*Provisional Admittance - Provisional admittance may be granted to applicants who have an Undergraduate Grade Point Average (GPA) below 3.0, but are otherwise competitive in the applicant pool. Students accepted provisionally must maintain a 3.0 graduate GPA for their first 12 semester credits, during which time they must take at least one of the following courses: NURS 600 - Scientific and Ethical Foundations; NURS 606 - Nursing Information Management and Decision Making; or STATS 601 - Statistical Methods

**A recommended resource book for those considering the DNP is: The Doctor of Nursing Practice: A Guidebook for Role Development and Professional Issues by Lisa Astalos Chism (2015). It offers a background for why the DNP is important for practice; differences between the DNP and Ph.D.; expectations for possible coursework in a
3. Admission criteria for the Graduate Certificate Programs in Nursing include:

1. Graduate degree from a nationally accredited graduate program in nursing;
2. Computer literacy with knowledge of word processing, spreadsheet, and data base programs; Ability to meet minimum computer hardware and software for accessing coursework;
3. Transcripts of past education with GPA of 3.0 or greater on a 4.0 scale (1 official transcript from each institution attended);
4. Applicants with GPA less than 3.0, but are otherwise competitive in the applicant pool, will be considered for provisional admission on an individual basis; **
5. Applicants whose first language is not English must take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS);
6. Minimum of one year clinical nursing experience (recommended);
7. Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) applicants need to meet additional requirements:
   1. One year critical care experience strongly preferred (e.g., ICU, ER, ICU/CUU, unit providing high acuity care with fast-paced decision making and complex procedures),
   2. ACLS (Advanced Cardiac Life Support) certification,
   3. ECG interpretation course required prior to beginning clinical courses;
8. Evidence of current, unencumbered license as a Registered Nurse. Minnesota licensure typically required for all clinical courses. Other state license also required for clinical experiences in those states according to state statute;
9. Applicants submit three (3) references from persons who can comment competently on the applicant’s background and suitability for nursing masters/doctoral study. It is recommended that at least one professional reference is from a professional who occupies the student’s chosen advanced nursing role (e.g., nurse practitioner, clinical nurse specialist, nurse educator, nurse administrator/leader); one professional reference; and one academic or professional reference;
10. Statement of professional goals;
11. Clinical paperwork including background checks required after admission. Student assessed various fees related to clinical placement process. See Appendix P for more information.
12. Applicants seeking admission to the Department of Graduate Nursing may be required to have a personal interview with program faculty;
13. Applicants for Adult-Gerontology Clinical Nurse Specialist (AGCNS), Nurse Educator (NE), Family Nurse Practitioner (FNP), Adult-Gerontology Acute Care Nurse Practitioner (AGACNP), and Psychiatric-Mental Health Nurse Practitioner (PMHNP) programs must have evidence of completion of advanced pathophysiology, advanced health assessment (60 hours faculty supervised and includes diagnostic reasoning), advanced health promotion and advanced pharmacology (within last three years required in some states for credentialing);
14. Any applicant seeking to change or add a different population focus, who has graduated from an accredited MS-NP program and is in active practice, will be presumed to have met all post MS certificate prerequisites (advanced assessment and diagnostic reasoning, advanced health promotion, advanced pathophysiology, and advanced pharmacology);
15. Department of Graduate Nursing tuition rates apply;
16. See the website for Graduate Nursing & DNP Differential tuition rates and Advanced Practice Nursing Differential tuition rates at https://www.winona.edu/billing/rochesterrates.asp.
17. Admission may be conditional based upon Minnesota State Board of Nursing and Department of Education Higher Education regulations.

**Provisional Admittance** - Provisional admittance may be granted to applicants who have an Undergraduate Grade Point Average (GPA) below 3.0, but are otherwise competitive in the applicant pool. Students accepted provisionally must maintain a 3.0 graduate GPA for their first 12 semester credits, during which time they must take at least one of the following courses: NURS 600 - Scientific and Ethical Foundations; NURS 606 - Nursing Information Management and Decision Making; or STATS 601 - Statistical Methods.

Approved: 8/27/18
4. Admission Requirements for the Post-Master’s DNP Programs include:

1. Master’s degree from a nationally accredited graduate program in nursing;
2. Master’s coursework in organizational and systems leadership and nursing information management and decision-making;
3. Master’s courses in nursing research and statistics required;
4. Computer literacy with knowledge of word processing, spreadsheet, and data base programs;
5. Transcripts of past education with GPA of 3.0 or greater on a 4.0 scale (1 official transcript from each institution attended);
6. Applicants with GPA less than 3.0, but are otherwise competitive in the applicant pool, will be considered for provisional admission on an individual basis;*
7. Applicants whose first language is not English must take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS);
8. Minimum one year clinical nursing experience in functional master’s level role (recommended);
9. Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) applicants need to meet additional requirements:
   a. One year critical care experience strongly preferred (e.g., ICU, ER, ICU/CCU, unit providing high acuity care with fast-paced decision making and complex procedures),
   b. ACLS (Advanced Cardiac Life Support) certification,
   c. ECG interpretation course required prior to beginning clinical courses;
10. Evidence of current, unencumbered license as a Registered Nurse. Minnesota licensure typically required for all clinical courses. Other state license also required for clinical experiences in those states according to state statute;
11. Evidence of national certification as an APRN for NP and AGCNS applicants. Applicants for the NOL/PLI program must have completed a master’s in nursing with a focus in administration/leadership;
12. Applicants submit three (3) references from persons who can comment competently on the applicant’s background and suitability for doctoral study. It is recommended that at least one professional reference is from a professional who occupies the student’s chosen advanced nursing role (e.g., nurse practitioner, clinical nurse specialist, nurse administrator/leader); one professional reference; and one academic or professional reference;
13. Professional resume;
14. Statement of professional goals;
15. Clinical paperwork including background checks required after admission. Student assessed various fees related to clinical placement process. See Appendix P for more information.
16. Applicants seeking admission to the Graduate Programs may be required to have a personal interview with Program faculty;
17. Department of Graduate Nursing tuition rates apply;
18. See the website for Graduate Nursing & DNP Differential tuition rates and Advanced Practice Nursing Differential tuition rates at https://www.winona.edu/billing/rochesterrates.asp.
19. Applicants are asked to provide clinical practice question that you are most interested in studying in your clinical scholarship courses. Applicants should provide background for why this clinical question is important for clinical nurse scholars to answer and be formatted in the PICO or PICOT style. In addition, the applicant may provide ideas for the most appropriate clinical setting within which this question can be answered;**
20. An evaluation of newly admitted student clinical hours will be conducted to determine whether the student meets the credit/clinical hours requirements for the program and whether additional credit/clinical hours are necessary to meet graduation requirements.

*Provisional Admittance - Provisional admittance may be granted to applicants who have an Undergraduate Grade Point Average (GPA) below 3.0, but are otherwise competitive in the applicant pool. Students accepted provisionally must maintain a 3.0 graduate GPA for their first 12 semester credits, during which time they must take at least one of the following courses: NURS 600 - Scientific and Ethical Foundations; NURS 606 - Nursing Information Management and Decision Making; or STATS 601 - Statistical Methods

**A recommended resource book for those considering the DNP is: The Doctor of Nursing Practice: A Guidebook for Role Development and Professional Issues by Lisa Astalos Chism (2015). It offers a background for why the DNP is important for practice; differences between the DNP and Ph.D.; expectations for possible coursework in a DNP program; and hints for transitioning into one’s role with a DNP degree. It may answer questions for anyone pondering a DNP program. (Jones and Bartlett Publishers; ISBN# 978-1284066258).
Application information may be obtained from:

Department of Graduate Nursing
Winona State University - Rochester
400 South Broadway, Suite 204
Rochester, MN 55904
(507) 535-2580 or (800) 366-5418 x2580
http://www.winona.edu/graduatenursing/for
ms.asp

School of Graduate Studies
Winona State University
PO Box 5838
Winona, MN 55987
(507) 457-5038 or (800) 342-5978 x5038
http://www.winona.edu/gradstudies/how-to-
apply.asp

International students must also contact the International Services office at 507.457.5303
https://www.winona.edu/internationalservices/.

Program Requirements
Department of Graduate Nursing Program Requirements:
1. General requirements of the University
2. Successful completion of all required coursework required within the program in which the student is enrolled
3. Completed Thesis or Scholarly Inquiry Paper (SIP) for master’s programs students
4. Completed DNP Project for doctoral program students.

5. Graduate Special Students

Students who have completed a baccalaureate degree in nursing and who wish to enroll in further undergraduate courses, graduate courses, or a combination of both but do not intend to pursue a Master’s or DNP degree may register as Graduate Special students and take courses at the 600 level. Students who have completed a master’s degree in nursing and a graduate statistics course may register as Graduate Special students and take courses at the 600 and 700 level.

Students may apply as a Graduate Special student to the Department of Graduate Nursing. Students may take up to 12 credits as a Graduate Special student before acceptance into the program. Credits earned as a Graduate Special student can be applied toward graduation requirements as outlined in the Graduate Catalog. Courses open to Graduate Special Students include:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATS 601</td>
<td>Statistical Methods for Health Care Research (3)</td>
</tr>
<tr>
<td>NURS 604</td>
<td>Health Care Policy/Quality Health Care Delivery (3)</td>
</tr>
<tr>
<td>NURS 606</td>
<td>Nursing Info Management &amp; Decision-Making (3)</td>
</tr>
<tr>
<td>NURS 608</td>
<td>Organizational &amp; Systems Leadership (3)</td>
</tr>
<tr>
<td>NURS 616</td>
<td>Molecular, Genetics &amp; Immune Mechanisms in Disease (3)</td>
</tr>
<tr>
<td>NURS 617</td>
<td>Advanced Clinical Pharmacology (3)</td>
</tr>
<tr>
<td>NURS 618</td>
<td>Advanced Pathophysiology (2)</td>
</tr>
<tr>
<td>NURS 701</td>
<td>Applied Biostatistics (4)</td>
</tr>
<tr>
<td>NURS 738</td>
<td>Contemporary Topics in Leadership (3)</td>
</tr>
<tr>
<td>Other Electives</td>
<td>By Consent of Instructor</td>
</tr>
</tbody>
</table>

Information on applying to Winona State University as a Graduate Special student can be found on-line at: http://www.winona.edu/gradstudies/how-to-apply.asp.
B. Academic Advising and Academic Policies

1. Advising

You will be assigned an academic advisor after admission into the program. It is your responsibility to contact your academic advisor during your first semester of coursework. The academic advisor is a member of the graduate nursing faculty. If you are a newly admitted student or a Graduate Special student, please contact the Graduate Programs of Nursing Office for Academic Advising (507.285.7473).

FUNCTIONS OF THE ACADEMIC ADVISOR INCLUDE:

1. Long range planning for the program of studies;
2. Short range planning, independent study, defining clinical and academic needs, transfer of credit; electives;
3. Support or referral for special services, including financial aid;
4. Aware of honors, awards, or financial assistance;
5. The academic advisor may be a member of the student’s thesis / scholarly inquiry/ DNP project committee and may serve as major thesis / scholarly inquiry/ DNP Project advisor.

If you wish to change academic advisors, you may do so by obtaining the consent of the faculty member chosen and reporting the request to the Administrative Assistant of the Department of Graduate Nursing. Access to advisors may be limited in the summer months. Please plan accordingly.

2. Admission to Online Graduate Program Contract / Candidacy

Before completing 16 graduate credits (with a grade point of at least 3.0) and in consultation with your advisor, MS, GC and DNP students must complete an on-line Graduate Studies Program Contract (may also be referred as a Candidacy Form or Plan of Study). Any courses taken beyond 16 credits may not count toward degree requirements if they are not part of the approved plan of study. Students are responsible for initiating this procedure by meeting with their advisor.

THE PROGRAM CONTRACT MUST INCLUDE:

1. All courses already completed (including transfer courses);
2. Those courses needed to complete requirements for the degree and the proposed semester they will be taken;
3. Approval signatures from advisor and Chair, Department of Graduate Nursing.

Any drop/add changes in the Plan of Study must be endorsed by your Academic Advisor, the Department Chair, and the Dean of Graduate Studies. If a course is dropped or added, students must update their Program Contract form during the semester before graduation with the School of Graduate Studies. The Program Contract must match your WSU graduate transcript. If a student changes the semester/year the course is taken, the Program Contract DOES NOT need to be adjusted.

The Online Graduate Studies Program Contract can be found at: https://w3.winona.edu/gs/Student.
3. Intent to Return

WSU students who have not attended the University for one semester or more (*summer excluded*) are classified as "returning" students. Returning student must speak with their advisor and complete an “Intent to Return” form with the Registrar’s Office the semester **before** planning to return.

A copy of the Intent to Return form may be found by visiting the School of Graduate Studies at: https://www.winona.edu/gradstudies/application-forms.asp

4. Admission Deferral Policy

The College of Nursing and Health Sciences, Department of Graduate Nursing may not allow accepted applicants to defer admission. Applicants who have accepted admission (via letter of intent) but do not enroll in courses the subsequent semester as planned, may be removed from the admitted students list. Admittance to the upcoming academic year is **not automatically** granted. Applicants who have been removed from the admitted student list must reapply in order to be considered for admission in the future.

5. Change of Program/Degree Focus

1. **Change of Program**: When admitted to the Department of Graduate Nursing, students are admitted to a specific program. If the student wants to change programs, they must complete a new application and be reviewed for admission to the new program by graduate nursing faculty. Students submitting a new application will be considered along with the pool of all applicants to the new program.

2. **Change of Degree**: Students currently admitted to one of the MS programs who would like to transition to the BSN-DNP program will need to use the following process:

   a. Applicant will submit the following materials to the Graduate Nursing Office by October 1.
      i. Letter to Graduate Nursing Faculty requesting admission to DNP program
      ii. Professional resume’
      iii. Revised goal statement including clinical practice question.
      iv. Completed WSU Graduate Studies Online Application for BSN-DNP.

   b. Applications will be reviewed by Graduate Nursing Faculty Admission Subcommittee.
      i. An interview may be required.

Students should apply to transition to BSN-DNP program as early in their program as possible as early transition will facilitate the most efficient plan of study.

_Graduate Nursing Committee Approval: 09/23/13_
6. Grades

Please view the "Grade Point Average (GPA)" and "In Progress (IP) Grades" section of the Graduate Catalog for the grading method at Winona State University.

Grading Scale: 92-100 = A; 83-91 = B; 74-82 = C; 65-73 = D; ≤ = F

Minimum Grade, Repeat Course, Dismissed: No course will be counted toward the degree if the grade is below C, the student will not be allowed to progress to subsequent courses for which that course is a prerequisite until the course is repeated and completed with a minimum grade of C. Students who receive a D or F in a course may repeat the course once. Only one course can be repeated in this manner, and students are allowed to repeat a course only once during the academic program. If a student is required to repeat a course for academic reasons, a formal request to repeat the course and to continue the program must be submitted to the School of Graduate Studies. A grade of C or better must be obtained to remain in the program. Failure to do so results in dismissal from the program.

Graduate Nursing Committee Approval: 2/11/13

In Progress Grades: An In Progress (IP) is permitted by the instructor for special cases when circumstances prevent the student from completing course requirements by the end of the semester, although the student is passing the course in all other respects.

A grade of In Progress (IP) may be granted at the discretion of the course instructor and by request of the student consistent with the institutional grade policy. Students must submit a request for a grade of In Progress prior to the end of the respective course. The student may not progress into a subsequent course for which the course in which the student receives an IP grade is prerequisite. The student may not progress into a subsequent course until the lead instructor has submitted a satisfactory grade. In rare situations, a student might receive an IP grade for a clinical course due to delays resulting from the clinical environment. These situations will be negotiated between the student and their advisor. The student may register for subsequent courses and must complete the requirements for all courses within the semester. All IP grades for course work must be removed before a graduate degree is granted.

Completion of IP Courses Policy: Students unable to complete course work in a given semester may request an IP grade from the course faculty. Students are expected to negotiate a contract with the course faculty that allows for the expeditious completion of the IP grade. All incomplete requirements for the course must be completed and submitted to the course faculty no later than the fifth week of the semester before the IP grade converts to a failing grade. If incomplete requirements for the course are not completed and submitted by this deadline, the course grade will be recorded as a F.

Rationale: The purpose of this policy is to encourage timely student progression. The policy allows for remediation as necessary. Faculty will have time to adequately review, grade, and provide feedback to the students.

Graduate Nursing Committee Approval: 5/13/13
7. Registration

Students are expected to register each fall and spring semester unless a leave of absence has been approved by the advisor and the Department of Graduate Nursing Chair. Students who do not enroll in graduate nursing courses for one semester will be classified as “Inactive.”

Dropping Courses and Withdrawal: Dropping courses in the graduate programs is not encouraged since the progression will be delayed and the degree completion rate is affected. Degree completion rates are monitored and considered in degree progression rates and financial aid award calculations (see https://www.winona.edu/advising/drop-withdraw.asp for more information). If a student must drop a course, it is important that the student officially drops the course in the course registration system. Otherwise, the course will appear on the student transcript and students will be billed. Any course not officially dropped will be subject to institutional scholastic standards policies, and the student may receive an F for the course. Each class dropped after the fifth class day will result in a grade of withdrawal or W, which will appear on the student transcript. Please see WSU Academic Calendar for deadlines on dropping courses with refund.

8. Graduate Credit, Full-Time Status, and Credit Overload

All degree requirements including credits to be earned or transferred, final examinations, thesis/scholarly inquiry paper or DNP project; and all other program requirements must be completed within seven years of initial graduate enrollment. Under exceptional extenuating circumstances, a student may submit a petition through their advisor and to the School of Graduate Studies requesting an extension of the time limitation.

Six credits or more per semester is considered full-time for financial aid purposes. No graduate student is permitted to enroll for more than 12 credits per academic semester or during summer session unless permission is received from the School of Graduate Studies.

To request permission to enroll in more than 12 credits, a “Credit Overload Request” form needs to be submitted. The request needs advisor and department approval before submitting to the School of Graduate Studies for approval. Forms can be found at https://www.winona.edu/gradstudies/student-forms.asp

9. Independent Study

NURS 685 Individual Study in Nursing provides an opportunity for students to work independently under the direction of an advisor. Often students will do a special project to enable them to register for a full load of credits. Students need to have permission from the faculty person who will be working with them before registration. The student also needs to develop a contract that includes learning objectives, plan for accomplishing learning objectives, and state criteria for the project’s evaluation. Individual Study may be repeated for a total of nine (9) credit hours. See the Graduate Catalog for the policy on arranged classes https://catalog.winona.edu/
10. Audited Courses

The course audit procedure permits a student to attend classes but not receive credit. Courses pursued on an audit basis must be declared and processed prior to completing the student's registration. Regular tuition charges apply. Students may not use audit credits to satisfy graduation, certification, or licensure requirements. For information on Academic Policies please visit https://catalog.winona.edu/content.php?catoid=20&navoid=1956

11. Credit By Portfolio

Portfolio Review Process for Course Substitution

Portfolio Purpose: The portfolio review process is available to all MS, DNP and Graduate Certificate program students who believe that they can meet the learning objectives/competencies required of a specific nursing course within their program of study without taking and completing the course in the traditional manner. The portfolio is a mechanism used to validate the acquisition of knowledge and skills congruent with course expectations and student learning outcomes. The portfolio provides objective evidence that students have acquired the content and skills through prior learning and/or practice experiences. The decision to accept the documentation provided is based on determination of the equivalency of this prior knowledge and skills that the student would be expected to demonstrate at the completion of a specific course.

Portfolio Policy:
1. The portfolio review option does not take the place of course transfer credit.
2. Students may exercise the portfolio option for a course or courses as long as it does not interfere with other standing university or school course/credit hour policies related to progression or graduation.
3. Graduate students seeking an MS or DNP degree in nursing must complete the number of graduate credit hours identified in the WSU Graduate Catalog for each focus area. Graduate students may earn up to 15% of their program credits by Portfolio Review. Graduate Certificate program students may not portfolio out of more than one-half of the credits for an individual program of study.
4. Portfolio policy and procedure applies to all MS and DNP nursing courses listed for the degree.
5. Students wishing to apply for portfolio credit for a course must:
   - Be admitted to the graduate program.
   - Be in good academic standing.
   - Demonstrate satisfactory progression toward degree or certificate program requirements.
6. Students pursuing the portfolio option must complete the portfolio the semester before the course is to be taken for normal progression toward the degree. Students will work with the academic advisor to initiate the process (see section below on “Course with Portfolio Options”) and then negotiate with the specific course graduate faculty the plans and a deadline for submission of the portfolio to assure sufficient time for the faculty to review prior to enrolling in the course.
7. Once the course faculty has reviewed the portfolio, the following decisions are possible:

- Award credit for the course petitioned based on the evidence provided. The faculty must assign a grade for the course. A pass/fail option is not available for graduate credit.
- Request additional requirements before deciding the disposition of the portfolio.
- Deny the granting of credit because the evidence presented was not strong enough to validate the consistency of prior learning with course expectations (i.e., the materials do not provide evidence that the student can meet the course objectives for the course for which the student is applying for portfolio credit). The student must then register for and successfully complete the designated course.
- Require the student to register for the course and complete some but not all of the requirements. This option is for students who met some, but not the majority of the course requirements.

8. Portfolio Review decisions are forwarded by the faculty to the student’s academic advisor for appropriate action relative to program planning. The review outcome is also forwarded to the Chair of the Department of Graduate Nursing.

9. Students enroll in and pay for the course for which the portfolio is approved and the faculty submits the grade assigned to the portfolio at the end of the semester. If credit by portfolio is denied, students enroll in the course and complete the course requirements.

Portfolio Procedure:

1. Graduate students have the responsibility for contacting their academic faculty advisor who will assist the student in determining: (1) the feasibility of undergoing a portfolio review; (2) the appropriateness of the portfolio option for the respective course work; (3) faculty role in assisting the student through the portfolio review process; (4) student role and responsibility in completing the portfolio review; (5) the time frame for completing the portfolio, conducting the review, and making the decision to accept or deny the portfolio.

2. If the student and advisor feel that portfolio is a viable option, the faculty advisor will review with and seek approval from the Graduate Faculty Committee. The faculty advisor will then work with the student to contact the corresponding course faculty member to establish the plan for the portfolio.

3. The course faculty member will assign a grade for the portfolio.

4. Students prepare the portfolio materials the semester before the course is required to be taken for normal progression toward the chosen degree.
5. Students constructing a portfolio for review must put together a comprehensive document that clearly shows how the course objectives/critical learning experiences and student learning outcomes have been achieved through prior alternative experiences. This requires the preparation of a persuasive personal statement and an explanation of the written documents and evidence submitted for portfolio review. Portfolios must include:

- A statement about how the alternative experiences contribute to their professional and personal development.
- A statement explaining how prior learning and experience supports achievement of learning outcomes for the course for which portfolio credit is being sought.
- A current resume' or curriculum vita.

Additional documentation that may be included to provide persuasive evidence includes but is not limited to:

- Job descriptions.
- Performance evaluations.
- Documentation of participation in professionally sanctioned continuing educational programs.
- Other recognized educational programs or offerings.
- Government service (Military, foreign, other).
- Course syllabi/outlines that address similar content. Only those courses that have not been applied to the fulfillment of the requirements for a previously awarded degree may be considered.
- Published or presented scholarship related to course content and skills.
- Summary of funded and unfunded professional investigative projects.
- Evidence of professional activities and how activities developed/refined skills and knowledge required in course being reviewed for portfolio credit. Examples may include designing patient-teaching information packets, producing a video tape, public speaking opportunities, participation in peer mentoring, designing a special project for nursing unit, assisting with health fair projects, working on a volunteer basis with the homeless or other groups.
- Documentation of leadership/management skills.
- Documentation of nursing practice skills consistent with those expected in course being reviewed for portfolio credit.
- Letters of testimony to the acquisition of knowledge and skills required in courses being challenged.
- Copies of certifications received and criteria met for certification.

PLEASE NOTE THE ABOVE DOES NOT REPRESENT AN EXHAUSTIVE LIST OF ACCEPTABLE DOCUMENTS. Students are invited to submit other supporting evidence validating the meeting of course objectives and learning outcomes through prior learning experiences.

6. Submit the portfolio and portfolio review form to the faculty member of record for the course for which credit is desired, according to the negotiated submission date. The degree of completeness and explicitness of the portfolio reviewed will affect the time taken to complete the review process and reach a decision.
12. Portfolio Option for Practicum Courses for NOL Program  
(Graduate Nursing Committee Approval 3/30/15)

The portfolio option is available for the NURS 655 and 657 practicum courses for students enrolled in the Master's, BSN-DNP, or Graduate Certificate Nursing and Organizational Leadership (NOL) emphasis. Students who are currently in formal leadership positions (e.g., Nurse Manager, Director of Nursing, Nurse Administrator, Chief Nurse Executive) may choose to exercise the portfolio option. Generally, students in the position of nurse manager are only able to portfolio one of the three practicum credits. Students in the position of Director of Nursing, Nurse Administrator, and Chief Nurse Executive may be able to portfolio two of the three credits. The final decision of how many practicum hours a student may portfolio will be made by the course faculty.

The rationale for this guideline is to acknowledge the previous nursing leadership experience and knowledge that students who enter this program may already possess and which may demonstrate competence and expertise in the American Organization for Leaders in Nursing (2015) Nurse Executive Competencies and the Nursing Administration Scope and Standards of Practice (American Nurses Association, 2016). Through additional practicum experience, the student will have the opportunity to work with leaders who will assist them in any areas that may need further growth.

Throughout the didactic portions of this program, the student will have been exposed to new knowledge and a different way of thinking. The practicum will allow the student to put into practice those ideas and skills under the mentoring of an experienced preceptor. The practicum will also allow the student to experience leadership at a level higher than their current role, unless the student is already a Chief Nurse Executive/Officer (CNE/CNO), and then the student will be asked to complete the practicum with a CNE/CNO from another organization. These practicum experiences will also allow the student to network with leaders from other organizations and gain a broader perspective of the nursing leadership role.

References:


13. Transfer Credit/Waiver Policies *(See Graduate Catalog for additional information)*

A maximum of **10 graduate credits of A, B, or pass grades** may be transferred from regionally accredited graduate institutions and used to meet the requirements for graduate degrees in Nursing. However, **16 graduate credits** may be transferred from other Minnesota State Universities or the University of Minnesota. Acceptance of the credits is contingent upon approval of the advisor, Department Chair, and the Dean of Graduate Studies. Requests for transfer credits must be accompanied by an official transcript. Transfer credits must also be earned within the **seven (7) year time limit** for completion of the degree. Please see the WSU Graduate Catalog for further information on transfer credits.

Selected courses may be waived based on individual considerations. Such requests are reviewed by the Graduate Nursing Committee. Need for waiver often arises when students who are certified as Nurse Practitioners return to earn a master’s degree or to add additional preparation for another certification. A plan is developed for each student. The student must satisfy degree credit number requirements even if a course for DNP electives is waived.

14. Transfer of DNP Graduate Course Electives

Students will request approval from their Academic Advisor, who may obtain additional input regarding approval. Appropriateness of electives taken outside the WSU Department of Graduate Nursing will be based on:

1. Relevance to DNP Essentials
2. Contribution to the student’s graduate nursing knowledge and experience

The student will submit a letter of request addressing the following:

1. Accreditation status of the Institution (name of accrediting body and date/currency of accreditation)
2. Number of credits requested
3. Course outline including student learning outcomes, syllabus/course overview and assignments, if possible
4. How the course relates to DNP Essentials
5. How the course will contribute to the student’s graduate nursing knowledge and experience

*Students may need to communicate with the faculty of the proposed elective to obtain the necessary information*

Graduate Committee Approval: 09/26/15
15. Process for International Graduate Students Requesting Individual Study for Purpose of Curricular Practical Training in Nursing

1. The student submits a letter of request, in writing/email, to register for an Independent Study (NURS 685 Individual Study in Nursing) to the office of the Department of Graduate Nursing for the purpose of Curricular Training in Nursing (CPT). Potential rationale statement for this experience could be one of the following:

   a. “Please consider this request to register for NURS 685 Individual Study in Nursing for the purpose of an internship during which professional nursing practice will occur in the clinical setting [name and address of clinical institution]. Ongoing professional nursing practice is required to provide sufficient experience to meet the requirements for admission to a graduate program.” OR

   b. “Please consider this request to register for NURS 685 Individual Study in Nursing for the purpose of an internship during which professional nursing practice will occur in the clinical setting [name and address of clinical institution]. Ongoing professional nursing practice is required to provide sufficient experience to allow ongoing professional nursing practice while enrolled in the graduate nursing program. Professional nursing practice is essential for ongoing development of assessment and clinical reasoning skills needed for employment following graduation from one of the Graduate Nursing Programs at Winona State University.”

2. If the Department of Graduate Nursing Chair (or other graduate faculty member) agrees to supervise the NURS 685 Individual Study in Nursing:

   a. The student and Chair (or other graduate faculty) completes the online Independent Study/Arranged Course Form and submits for online approval.

   b. Planning for the focus of the NURS 685 is done between the student and the Chair (or other graduate faculty member).

   c. The student also seeks the Chair’s (or the graduate faculty member’s) course verification and signature on the “Student Request for Curricular Training (CPT)” form

3. Simultaneous with the creation of the Independent Study Application, the student seeks a Letter of Verification from the Chair (or other graduate faculty member), on letterhead, verifying that the student is:

   a. registered for NURS 685 Individual Study in Nursing and will be completing curricular training in NURS 685 Individual Study in Nursing :[title of course appropriate to experience] during the [X] Semester, [Academic Year] through [X] Semester, [Academic Year], and

   b. clinical practice is a required part of sufficient preparation for further graduate work in nursing.
4. The student then submits the Letter of Verification and the completed “Student Request for Curricular Practical Training (CPT)” form to the International Services Office.

5. Once the Individual Study has been approved the student will be notified of permission to register for the NURS 685 Individual Study.

6. The student registers for the identified NURS 685 course section.

7. The student records a log of clinical activities throughout the CPT experience and maintains contact with the Chair (or designee) for supervisory reasons.

8. Upon completion of the NURS 685 course, the student completes the evaluation of each of the learning experience objectives and submits this evaluation along with the log of clinical activities to the Chair (or other graduate faculty member).

9. The Chair (or other graduate faculty member) submits the appropriate grade into the records system.

Approved: 8/26/13 (Graduate Nursing Committee Meeting)
C. Clinical Requirements

1. Clinical Practicum Requirements

In order to ensure WSU’s Department of Graduate Nursing is in compliance with our regulating bodies and our clinical partners, students are required to have all their clinical records on file and up-to-date in their student Typhon account. (Please refer to Appendix P for more detailed information on these requirements.) If students are not in compliance, their clinicals will be delayed or denied by the clinical partner. Questions or concerns can be directed to the Clinical Placement Coordinator or the Graduate Nursing Office.

Students who are doing clinicals at their place of employment may notice that the records and documentation needed as a student are higher than what they are required to have on file as an employee. In addition, in some cases like the TB/Mantoux requirements, they are not in alignment with current CDC and MDH recommendations. The clinical requirements and documentation needed are dictated by our Education Affiliation Agreement with our clinical partners and as a legal contract, there are NO exceptions to these requirements. If students cannot comply with these requirements, they will not be approved for clinicals by the clinical partner. Clinical partners typically set the highest standards for student experiences on campus to minimize liability concerns and ensure they have the necessary policies and procedures to create the highest level of safety for the patient and student.

Infection Control Guidelines During the COVID-19 Pandemic – these Guidelines describe expectations to keep you safe on campus and in the simulation/skills laboratory/clinical setting.

a. Background Studies Policies

Many of the clinical facilities where Winona State University students complete their clinical experiences (such as hospitals, clinics, and other facilities) require qualification to provide care based on review of criminal background before students can be assigned to their health care facility. Based on the requirements of these facilities, as well as state and federal regulations, all students accepted for admission must consent to and submit a criminal Background Study Authorization form. A student’s past criminal background may impact his or her admission status in Winona State University programs, limit the number of suitable clinical facility placement sites, and/or affect the student’s ability to obtain licensure after graduation.

Minnesota State – MN Caregiver Background Study/Net 2.0 Policy

Minnesota State law requires a Minnesota Caregiver Background Study for any person who directly works with patients and residents in licensed health care facilities. The state of Minnesota allows educational programs, such as Winona State University, to initiate the process of a Background Study of students who will be assigned to their clinical facilities for clinical experiences instead of each licensed facility requesting background studies. Results of Background Studies initiated by educational programs may be released to the health care facilities where students are assigned.

Specific details about the requirements for the Minnesota State law are available from the Minnesota Department of Human Services Division of
Wisconsin State Background Study Policy
Wisconsin State law requires a Wisconsin Caregiver Background Search and Background Information Disclosure (BID) form to be completed for any person who directly works with patients and residents in health care facilities. This requirement is for any student that will be assigned to clinical facilities and clinical experiences in Wisconsin. Results of the Background Studies and BID form may be released to the health care facilities where students are assigned.

Specific details about the requirements for Wisconsin State law are available from Wisconsin Department of Health Services, Office of Caregiver Quality at https://www.dhs.wisconsin.gov/publications/p0/p00038.pdf Questions can be directed to DHSCaregiverIntake@dhs.wisconsin.gov or by calling 608-261-8319.

Other States Background Study Policy
Each state has varying caregiver background study requirements. Students who will be assigned to clinical facilities and clinical experiences outside of Minnesota and Wisconsin will work closely with the Department of Graduate Nursing Office and the Clinical Placement Coordinator to complete the specific state’s requirements. Results of the background studies may be released to the health care facilities where students are assigned.

National Criminal Background Study Policy
National Criminal Background Studies are required of all persons who will be in direct contact with patients and residents in many health care facilities. Students who will be in direct contact with patients and residents in these health care facilities must be qualified for care by the National Criminal Background Study. All students will be informed of the components of the National Criminal Background Studies within the electronic vendor site and give permission within the vendor site for release of information to the <Department of >. Note: If the results of the National Background Study indicate that the student may cause risk for the patient or resident, the student may be disqualified from having direct patient/client contact. The student has a right to request a copy of their report and to dispute the completeness or accuracy of the information in their report. If the disqualification is not set aside based on lack of completeness or inaccuracy, the student may not be accepted for clinical experiences at licensed health care facilities. Consequently, the student may not be able to complete clinical requirements for a degree at Winona State University.

Results of the Background Studies may be released to the health care facilities where students are assigned.

Disqualification Factors
The Patient Protection and Affordable Care Act of 2010 (Affordable Care Act) defines disqualifying information for anyone with direct contact to a patient or resident within a long-term care facility/provider setting as “a conviction for a relevant crime or a finding of patient or resident abuse. Conviction of a relevant crime (Section 1128 (a) of the Social Security Act) includes:
• Conviction of a criminal offense in delivery of Medicare or state health care plan item or service
• Conviction related to patient neglect or abuse in connection with delivery of health care item or service
• Felony conviction related to health care service fraud
• Felony conviction related to controlled substance

Background Studies Procedures

Minnesota Background Study Qualification and Appeal Procedure
The Minnesota Caregiver Background Study must be completed immediately after admission into the program. Students must have a yearly Minnesota Caregiver Background Study conducted that demonstrates qualification to provide direct care. All students sign a Background Study Authorization form allowing Winona State University to share results with health care facilities. Students will not be allowed to participate in clinical experiences until they are qualified to provide direct care. Winona State University is notified by the Minnesota Department of Human Services Division of Licensing if there are any changes to the student’s Minnesota Caregiver Background Study.

If the results of the Background Study disqualify a student from having direct patient/client contact and if the disqualification is not set aside by the Commissioner of Health, the student may not be accepted for clinical experiences at licensed health care facilities. Consequently, the student may not be able to complete clinical requirements for a degree at Winona State University. If the student is disqualified, but has requested reconsideration from the Commissioner of Health, in most circumstances health care facilities may allow the student to continue direct patient/client contact at their facility, pending the outcome of the reconsideration. The student must, however, provide documentation of having requested the reconsideration.

Wisconsin Background Study Qualification and Appeal Procedure
If the results of the Caregiver Study disqualify a student from having direct patient/client contact, the student may not be accepted for clinical experiences at licensed health care facilities in Wisconsin. Consequently, the student may not be able to complete clinical requirements for a degree at Winona State University. If the student is disqualified but has requested reconsideration from Division of Quality Assurance’s Rehabilitation Review, in some circumstances health care facilities may allow the student to continue direct patient/client contact at their facility, pending the outcome of the reconsideration.

Wisconsin Caregiver Program’s offenses affecting caregiver eligibility is found at [https://www.dhs.wisconsin.gov/publications/p0/p00274.pdf](https://www.dhs.wisconsin.gov/publications/p0/p00274.pdf). Detailed directions on the Rehabilitation Review process can be found, starting on page 28 at [https://www.dhs.wisconsin.gov/publications/p0/p00038.pdf](https://www.dhs.wisconsin.gov/publications/p0/p00038.pdf)

National Criminal Background Study Qualification and Appeal Procedure
Students will also need to have a national criminal background study completed immediately after admission into the program. All students are required to sign a Background Study Authorization form allowing Winona State University to share results with health care facilities. Students submit an application for the national criminal background study through the Winona State University’s approved vendor CastleBranch. Winona State University is
notified by CastleBranch of the National Criminal Background Study results. Students will not be allowed to participate in clinical experiences until they are qualified to provide direct care. Winona State University will be notified if there are any changes to the student’s national criminal background study.

If the results of the Background Study disqualify a student from having direct patient/client contact the student may clear any misidentification causing the disqualification by contacting the courthouse where the supposed offense happened and requesting a security clearance. The student may need to provide personal identifying information to verify identify and pay a fee for the service. If the disqualification is not set aside, the student may not be accepted for clinical experiences at licensed health care facilities. Consequently, the student may not be able to complete clinical requirements for a degree at Winona State University.

**Implications for Licensure**
Students are encouraged to contact the Board of Nursing in the state to which the student will apply for licensure/is licensed if there are any reasons the student may be disqualified for licensure or re-licensure in that state. In Minnesota, the office of the Board of Nursing may be contacted at:

Minnesota Board of Nursing
1210 Northland Drive Suite 120
Mendota Heights, MN 55120
Phone: 612-317-3000
Fax: 651-688-1841
Email: Nursing.Board@state.mn.us

**Fees**
Students are responsible for the cost of all background studies.
Approved by Departments of Undergraduate Nursing and Graduate Nursing 3.4.21

b. **Immunizations**

Proof of current immunizations is required by clinical agencies. All students born in 1957 or later must be in compliance with the Minnesota College Immunization Law (Minnesota Statute 138A.14). You are expected to be up-to-date with tetanus, diphtheria and pertussis boosters (within last 10 years) and that measles, mumps, and rubella shots have been given after the first birthday. A completed health form must be on file. This form can be found at [http://www.winona.edu/healthservices](http://www.winona.edu/healthservices) and selecting the “Student Immunization Requirement” form.” Please see Appendix P for more information.

For clinical experiences, students are expected to be in compliance with the vaccines required by the clinical partner. Please refer to Appendix P for the complete list of required immunization records.

Some facilities also impose certain requirements regarding the health of persons working in their facilities and may require that health information and partial Social Security Number of students in clinical site programs be made available to them. The College/University may ask you to provide health information and partial Social Security Number which will be used to determine whether you meet a clinical site’s health requirements for care providers. Health information collected is private data on you. A clinical site may refuse to allow you to participate based on data provided by you. The
The Winona State University College of Nursing recognizes that all students, faculty, staff, and lab personnel within the College of Nursing have the potential to be exposed to bloodborne pathogens or other potentially infectious materials (OPIM) in laboratory and/or clinical settings.

College of Nursing students are expected to be educated on bloodborne pathogens and use of Standard Precautions annually through their employer, or students are responsible to complete through a private vendor. “Standard Precautions represent the minimum infection prevention measures that apply to all patient care, regardless of suspected or confirmed infection status of the patient, in any setting where healthcare is delivered. These evidence-based practices are designed to both protect healthcare personnel and prevent the spread of infections among patients. Standard Precautions replaces earlier guidance relating to Universal Precautions and Body Substance Isolation. Standard Precautions include: 1) hand hygiene, 2) use of personal protective equipment (e.g., gloves, gowns, facemasks), depending on the anticipated exposure, 3) respiratory hygiene and cough etiquette, 4) safe injection practices, and 5) safe handling of potentially contaminated equipment or surfaces in the patient environment.” (CDC, 2011).

Students are responsible for immediately reporting all sharps injuries and suspected exposures to bloodborne pathogens and/or OPIM to their clinical or lab instructor/faculty and the proper persons within the clinical agency.

d. **Student Clinical Tracking System (Typhon)**

- Graduate Nursing uses a software program called **Typhon Student Tracking System** for all students during their clinical rotations. Typhon is a repository for clinical records. Clinical preceptors and clinical faculty use the system to evaluate students, provide feedback on students’ experiences, and keep their contact information up-to-date. Students will use Typhon to report their clinical experiences, complete evaluations, and where students can build a portfolio to use when job hunting after graduation. This is also the system where you must upload all your required clinical documents. Students can access their account at [www.typhongroup.net](http://www.typhongroup.net)

- NP students use the NPST Typhon System
- AGCNS, NE, NOL and PLI students use the NSST Typhon System.
- Registering for Typhon Student Tracking System is an additional educational cost to students.
- Students are required to have a Student Typhon account at the time they are admitted into the Graduate Nursing Program. If for some reason the student switches programs of study which entails switching from the NPST Typhon system to the NSST Typhon system, WSU needs to adhere to Typhon’s policy of making this change within six months of when the student activated their account. If the change occurs after the six month window, the student will be required to activate a new Typhon account and pay the new fee.
- Students who have graduated from one program are not eligible to keep their Typhon account open/active for their new program of study. Typhon requires students enrolling in a new program to create a new Typhon account with a new anticipated graduation year and pay the fee.

### e. Insurance, CPR, Licensure

You are expected to carry liability and health insurance while you are enrolled in clinical classes. CPR, liability and health insurance are required before beginning any clinical/practica experience. Liability insurance of $2,000,000 each claim and $3,000,000 in aggregate is *required* for enrollment in all clinical courses (amounts subject to yearly changes). Verification of coverage is required. Liability insurance for the Masters, BSN-DNP, and Graduate Certificate programs who are not APRNs may be purchased individually or through the University. More information is available from the Administrative Assistant of the Department of Graduate Nursing. More information is available from the Graduate Nursing Office and in Appendix P.

**Licensure:** States regulate licensure requirements for graduate nursing students. A student who has clinicals in Minnesota need only have an unencumbered RN license from any state. In contrast, a student who has clinicals in Wisconsin must obtain a Wisconsin RN license if they will be having > 72 hours of clinical time. Students whose licensure is part of the Nursing Licensure Compact must refer to their state of residence’s requirements regarding license portability as a graduate nursing student. Obtaining a RN license is the financial responsibility of the student, may take several weeks to months, and must be done prior to beginning clinicals.

Students who are scheduled for clinicals outside of MN will be required to have the appropriate license for that state. Please see Appendix P for more information. Below are links to Minnesota and Wisconsin statutes and the Nursing Licensure Compact:


**Wisconsin:** Statute under 441.115 (2) (b) Exceptions; temporary practice: [http://docs.legis.wisconsin.gov/statutes/statutes/441.pdf](http://docs.legis.wisconsin.gov/statutes/statutes/441.pdf)

**Nursing Licensure Compact:** [https://www.ncsbn.org/nlc.htm](https://www.ncsbn.org/nlc.htm)
2. Precepted Learning Experiences (Clinical/Practicum Courses)

Several of the courses in the Department of Graduate Nursing use precepted learning experiences. These clinical or educational experiences are designed by you, the preceptor, the Clinical Placement Coordinator, and faculty member to meet your specific needs. These practicums allow you to focus on the particular population, age group, or setting of interest within advanced practice nursing. It is most preferred that preceptors for master’s students and for clinical specialty courses have at minimum a master’s degree in nursing. There are times, however, when a preceptor with a master’s degree in a related field or specialty experience in the desired role will be the preferred professional to guide the student learning experience. Credentials of all clinical preceptors will be approved by the coordinator of the student’s program in consultation with the Clinical Placement Coordinator.

All clinical experiences are in development 6-12 months in advance in order to secure preceptors/mentors. The clinical placement process is highly competitive due to the shortage of preceptors/mentors, and each clinical agency has its own policies for placing students. WSU students must not contact potential preceptors/mentors until after meeting with the Clinical Placement Coordinator to determine next steps. Clinical placements are based upon availability and are not guaranteed. However, we do work closely with each student to secure the best learning experiences available. Please contact the Clinical Placement Coordinator with any questions.

Once a student has been approved for a clinical/practicum experience at a site, they will be notified by email of any site-specific onboarding requirements. It is the student’s responsibility to read through the onboarding directions and complete any site-specific requirements in a timely basis. If for some reason the student does not complete the site-specific onboarding on time, the clinical/practicum may be delayed or cancelled. When a student is scheduled to attend the same site for a consecutive semester, the student will still need to either re-register as a returning student or work with the Clinical Placement Coordinator to complete any requirements as a returning student.

3. DNP Clinical Scholarship Courses and Learning Experiences

The clinical scholarship courses in the DNP Programs are a sequence of courses designed to provide DNP students with clinical experience with a DNP Mentor and in a setting for development and implementation of the DNP Project.

DNP Mentor: Each DNP student will identify with the input of their advisor and the Clinical Placement Coordinator, a mentor for their clinical experience. The mentor must be an expert in the clinical, educational, or administrative area in which the DNP student wishes to develop expertise. When possible, the DNP Mentor shall possess the DNP degree. However, the DNP Mentor will not always be a DNP-prepared advanced practice nurse. Examples of persons who might fill the position of DNP Mentor include an advanced practice nurse or other professional with a doctoral degree; an advanced practice nurse with considerable experience and scholarship in the field; a physician with specialized training and experience; a nurse with an administrative position as the Director, Vice President, President, or CEO within a health care organization; a doctorally prepared nurse educator; a nurse with a business or other degree; an advanced practice nurse in private practice; and/or other doctorally prepared professions. The DNP Mentor must hold a position in the organization where he/she can facilitate the DNP student’s access to organizational information, decision makers, and other personnel in order to complete the development and implementation of the DNP student’s clinical
When possible and practical, the DNP student is encouraged to select a DNP Mentor outside of their current work setting. In large organizations, for example, the DNP student would be placed for the clinical scholarship courses with a DNP Mentor outside the department or unit where they are employed. The line between current employment and clinical scholarship hours and project(s) must be clear to the organization, the DNP Mentor, the DNP Project Committee, and the DNP student.

Clinical Site: The clinical site for the clinical scholarship courses is important to the development and implementation of the DNP Project. DNP students are encouraged to select a clinical site that can provide the facilities and expertise for their growth. The clinical site may be a hospital, a health care system, an insurance company, a public health agency, a school/college of nursing, a research institute, a nonprofit agency, or other organization. The University must have a clinical affiliation agreement with the clinical site, and students are responsible to complete all clinical agency requirements before starting clinical experiences. The DNP student should begin discussing possible clinical sites early in the DNP program with the advisor and Clinical Placement Coordinator so that the contract can be in place before the student begins the second semester of study. Following completion of each clinical scholarship course, a student evaluation will be completed by both the mentor and the clinical faculty. Additional descriptions of the clinical project are available in the DNP Project Guidelines.

All clinical experience placements are in development 6-12 months in advance in order to secure mentors. The clinical placement process is highly competitive, and each clinical agency has its own policies and procedures for processing requests. WSU students must NOT contact potential mentors until after meeting with WSU’s Clinical Placement Coordinator to determine next steps. In addition, your clinical scholarship will be delayed or denied if your clinical records are not in compliance, and/or you are not compliant with the agency’s policies. Clinical placements are based upon availability & are not guaranteed. However, we do work closely with each student to secure the best learning experiences available. Please contact the Clinical Placement Coordinator with any questions.

Onboarding for Clinical Site: Obtaining approval and completing the site-specific onboarding takes time. Students should work with their advisor and Clinical Placement Coordinator to submit a request to the clinical site, knowing it may take two+ months to complete the placement and onboarding process. Once a student has been approved for a clinical scholarship experience at a site, they will be notified by email of any site-specific onboarding requirements. It is the student’s responsibility to read through the onboarding directions and complete any site-specific requirements.
in a timely basis. If for some reason the student does not complete the site-specific onboarding on time, the clinical scholarship may be delayed or cancelled. When a student is scheduled to attend the same site for a consecutive semester to work on their DNP project, the student will still need to either re-register as a returning student or work with the Clinical Placement Coordinator to complete any requirements as a returning DNP project student. Students cannot be on site for their DNP project until they have completed all onboarding requirements for the site and given clearance by the Clinical Placement Coordinator.

4. **Graduate Nurse Clinical Practicums, Student Projects and Data Sharing at Mayo and other Facilities**

   a. **Clinical Practicums:**
      1. AGCNS, NE, and NOL students who complete a clinical practicum anywhere within the Mayo Clinic system and other clinical facilities, are required to complete special Mayo Clinic or other clinical facility application forms. If students complete another preceptored experience, the student will complete addendum forms. Please be aware that WSU required clinical documents must be completed IN ADDITION to clinical site-specific forms.
      2. Family Nurse Practitioner and Psychiatric-mental Health Nurse Practitioner students seeking to complete clinical practicums anywhere within the Mayo Clinic system are required to complete special Mayo Clinic application forms. These positions are typically open only to Mayo Clinic Rochester and Mayo Clinic Health System (MCHS) employees.
      3. Adult-Gerontology Acute Care Nurse Practitioner students seeking to complete clinical practicums anywhere within the Mayo Clinic system are required to complete special Mayo Clinic application forms. These positions are typically open only to Mayo Clinic Rochester and MCHS employees. In addition, those students can only be accepted to WSU’s AGACNP program if they are ALSO accepted to Mayo’s program. This is to ensure appropriate clinical experiences. AGACNP students who are not employed by Mayo Clinic have clinicals arranged at their respective employers' clinical facilities and may need to complete special Mayo Clinic application forms for simulation experiences within the curriculum.
      4. Feel free to direct any questions to WSU’s Clinical Placement Coordinator, as the process may change during the course of your program.
      5. Please be aware that students who are or have been involuntarily terminated from Mayo Clinic are no longer considered to be in good standing. Access to Mayo Clinic’s patient care records and to the buildings for clinical experiences will be terminated immediately. Involuntarily terminated students will not be allowed to do their clinical, project or any other school activities at Mayo Clinic.
5. Involuntary Termination from Employment and Student Experiences

Certain health care facilities do not allow former employees who have been involuntarily terminated to have student experiences in their facility. This includes clinicals, projects, or any other school activities within the health care system.

If you have ever been involuntarily terminated from an agency, you must notify the Winona State University Department of Graduate Nursing before beginning coursework. Such status does not necessarily preclude you from acceptance into the program.

6. Simulated Clinical Experience Notification

Winona State University, may whenever possible, provide opportunities for its students to participate in simulated clinical experiences. Simulated clinical experiences are an educational opportunity to obtain practical experience through clinical roleplay. As such, strict adherence to confidentiality is required of each student participating in simulated clinical experiences.

All students are hereby notified that:

- All events, procedures, and information used in conjunction with the simulation will be kept strictly confidential. This includes, but is not limited to, patient and/or scenario data that was provided prior to the simulation, obtained during the simulation, and discussed during the debriefing of the simulation.
- The simulation laboratory is a learning environment and all students will demonstrate professional behaviors that maintain a supportive environment.
- Students will maintain confidentiality of all students’ performances in the simulation laboratory.
- Manikins and standardized patients will be treated and handled with respect.
- The simulation laboratory is considered a clinical/client interaction and students will be dressed professionally in accordance with the applicable simulation, as specified by the faculty leading simulation.
- Students and faculty may be video recorded for the purpose of education, research and/or quality improvement projects. Recordings obtained for the purposes described herein are for educational purposes only.

Failure to adhere to these rules will result in disciplinary action which may include but not be limited to: removal from and failure of the course, dismissal from the nursing program, or suspension or expulsion from the University.

D. Academic and Clinical Progression

All members of the WSU community must adhere to the University Academic Policy as well as this Graduate Nursing Academic and Behavioral Policy. Please refer to http://www.winona.edu/sld/academicintegrity.asp for the University Academic Policy and for the due process rights of students.

The following policies are specific to the Department of Graduate Nursing that have implications for academic and clinical program progression. All members of the WSU community are responsible for adherence to the University and Graduate Student Policies at https://catalog.winona.edu/content.php?catoid=20&navoid=1956 and the policies specific to the Department of Graduate Nursing.
1. **Academic and Behavioral Integrity**

Academic and Behavioral Integrity is based on the premise that each student has the responsibility:

1. To uphold the highest standards of academic and behavioral integrity in the student’s own work;
2. To refuse to tolerate violations of academic and behavioral integrity; and;
3. To foster a high sense of integrity and social responsibility in the graduate nursing program and professional nursing.

In order to protect the integrity of the teaching, learning and evaluation process, all members of the academic community must respect the principle of academic freedom and behave with academic and behavioral integrity. Briefly stated, academic misconduct shall consist of any attempt to misrepresent one's performance on any exercise submitted for evaluation.

Behavioral integrity shall consist of demonstrating behaviors that are consistent with expected professional behaviors in the classroom and clinical setting.

The primary responsibility for ensuring adherence to the principle of academic and behavioral integrity rests with students and faculty. Any infraction that comes to the attention of any member of the WSU community should be brought to the attention of the faculty member of the course to which it pertains.

Students are expected to demonstrate and maintain the following standards of integrity in relation to professional and academic activities:

1. **ADHERENCE TO PATIENT CONFIDENTIALITY**: Patient confidentiality is to be maintained at all times.

2. **PROFESSIONAL & APPROPRIATE PERSONAL BEHAVIOR**: Mutual respect, kindness, and authenticity are trademark qualities of the professional nurse and are expected of every Winona State University graduate student in academic and clinical settings. All persons in the WSU graduate programs have the right to pursue her/his education and career free from harassment, coercion, or disruptive conduct from student colleagues, staff, or faculty. WSU Department of Graduate Nursing will not tolerate disrespectful or disruptive behavior of any kind, ranging from inappropriate humor and subtle hints to overt acts of threat, whether in person or in electronic form.

Possible faculty actions in a case of alleged academic and behavioral integrity misconduct include:

1. **For events in which the behavior is determined to be isolated or the result of the student not understanding the specific situation, the student will be advised and/or referred to an appropriate academic resource for remediation or assistance.**

2. **For incidents where there is evidence that the student intentionally and knowingly violated the academic or behavioral integrity policy, the faculty member will refer the charges to the Chair of the Department of Graduate Nursing at Winona State University with a recommendation for one of the following: academic advisement and/or reprimand; a grade of F or**
reduction of grade on the specific piece of work; probation, suspension, or dismissal from the program. The final recommendation regarding action will be made by the Graduate Committee.

3. Possible student actions in case of intimidation or harassment

Students who experience intimidation or harassment should report these matters to the most directly responsible faculty member or advisor. If the student is uncomfortable reporting to any of these persons, the student may take the concern directly to the Chair of the Department of Graduate Nursing. The student may also contact Student Support Services. Supervising faculty are required to report such incidents immediately when brought to their attention. Such reports can be directed toward the Chair of the Department of Graduate Nursing, or the Dean of the College of Nursing and Health Sciences for further investigation. Under no circumstance will retaliation or intimidation of a complainant be tolerated and may be subject to corrective action. Please visit the Academic Integrity website at http://www.winona.edu/academic/academic-integrity.asp.

2. WSU Student Conduct Code

Winona State University (WSU) is an academic community committed to providing an environment of learning. It has a vested interest in the safety and well-being of members of the University community, and in the promotion and protection of the University’s educational mission. Students are members of both WSU and the local community and are expected to be respectful citizens who are responsible for their behavior.

The University’s Student Conduct Code is designed to promote attitudes conducive to learning; hold students accountable for violating University standards; and protect the due process rights of those charged with Student Conduct Code violations. All students are expected to comply with the Student Conduct Code. The University has an obligation to investigate conduct that interferes with the rights of others, threatens University property, or interferes with the University’s educational mission. The University also supports local, state, and federal laws. This policy applies to all conduct that occurs on University premises; at University-sponsored activities whether on or off-campus, and to certain off-campus conduct identified in the website below. Consequences for failing to comply with the Student Conduct Code could result in sanctions from the University.

The Conduct Code is based on mutual respect and understanding. In this community of learners, student conduct issues will be addressed with an educational approach. Sanctions will be designed as educational opportunities which promote personal responsibility.


PROFESSIONAL ETHICS AND CONFIDENTIALITY

a. Honesty: Personal and professional honesty is expected in all academic and clinical work. The following behaviors are examples of violating academic honesty and include, but are not limited to: stealing, lying, false documentation, abuse of library resources and plagiarism. If a student demonstrates dishonest behavior, the faculty is obligated to follow university
procedure as printed in the current undergraduate and graduate catalog under Academic and Behavioral Integrity Policy.

b. **Patient's Rights:** As stated in the Patient's Bill of Rights, the client's right to safe and quality nursing care must be protected. Any clinical behavior by a student that threatens the health or safety of the client is a breach of this responsibility.

The student will:
1. Refer situations beyond own capabilities to appropriate personnel.
2. Recognize, correct and report own errors (e.g., isolation, surgical asepsis, medications, etc.).
3. Report incidents and accidents that endanger the patient.
4. Carry out nursing functions only when practice is unimpaired by alcohol, drugs, physical disability or emotional disability.
5. Maintain the confidentiality of information or knowledge concerning the client unless obligated by law to disclose the information.
6. Practice without discrimination on the basis of age, race, religion, sex, sexual orientation, national origin, or disability.
7. Respect the dignity and rights of clients regardless of social or economic status, personal attributes or nature of health problems.
8. Protect the property of the client and the health agency by not acquiring or soliciting equipment, possessions, money, services or drugs from the employer or client.
9. Obtain, possess, furnish or administer alcohol and/or drugs only when legally authorized.

c. **Student's Rights:** The student has rights which must be protected. These include, but are not limited to: fair evaluations, advisement and academic counseling, assistance in identifying and meeting learning goals. Each nursing student is assigned a nursing advisor. The student is expected to use his/her advisor as a resource person. The student is free to select a different advisor in the event that he/she does not wish to meet with the assigned advisor. This intent should be made known to the faculty advisor being requested and Administrative Assistant of the Graduate Nursing Programs.

d. **Student grievance procedure:** The purpose of this procedure is to provide a method of processing a student grievance. A grievance is a dispute or disagreement between a student and an employee in the university. Grievances related to nursing faculty action should be initiated within two weeks of occurrence. The "Student Grievance Procedure" can be found online at: [https://www.winona.edu/sld/studentgrievance.asp](https://www.winona.edu/sld/studentgrievance.asp)

3. **Plagiarism**

Students are expected to use professional standards of academic honesty, scientific integrity, and ethics including those in the WSU Student Handbook, the MNRS Guide to Scientific Integrity, and the APA Manual (7th edition). Faculty reserves the right to use a web-based plagiarism checking system on any work turned into a course.

You are responsible and accountable for your own written work. Any act of plagiarism or cheating will constitute an "F" in the course. Please see the previous Academic and Behavioral Integrity section for detail regarding University policy and consequences for cheating by plagiarism.

Copying another student's paper or any portion of it is plagiarism. Additionally, copying any portion of published material (e.g. books or journals) without
adequately documenting the source is plagiarism. If five or more words in sequence are taken from a source, those words must be placed in quotes and the source referenced with author's name, date of publication and page number of publication. Patchwriting is a form of plagiarism and is not acceptable. If the author's ideas are rephrased, by transposing words or expressing the same idea using different words, the idea must be attributed to the author by proper referencing, giving the author's name and date of publication. If a single author's ideas are discussed in more than one paragraph, the author must be referenced at the end of each paragraph. Authors, whose words or ideas have been used in the preparation of a paper, must be listed in the references cited at the end of the paper. Usually permission from the author is required to quote more than 350 words in a printed document.

Please use the APA Publication Manual as a reference guide for writing scholarly papers.

4. Conditions Leading to Dismissal from the Program

a. Students who are admitted on probation and who do not achieve a cumulative GPA of 3.00 on the first 12 credits, may be dismissed.
b. Students whose cumulative GPA falls below 3.00 will be placed on probation. Students will be given one semester to raise their GPA to 3.00. If students are placed on probation for a second time, their status will be reviewed regarding continuation in the program.
c. Violation of academic or behavioral integrity policies, is grounds for dismissal https://www.winona.edu/advising/academic-status.asp
d. Inability to provide safe patient care in clinical experiences, is grounds for dismissal. (See VI. D.6 Clinical Progression Guidelines)
e. Two or more failing course grades, is grounds for dismissal.
f. Students who do not take classes for two (2) or more semesters and who do not notify the Department of Graduate Nursing department of their intent to return to the program, may be dismissed
g. A grade of C or better must be obtained to remain in the program. Failure to do so results in dismissal from the program. (See VI. B.6. Grades.)
h. Chemical Use and Abuse. (See VI D.4 Chemical Use and Abuse.)
j. Not meeting WSU requirements/policies

5. Chemical Use and Abuse

1. Chemical abuse shall be defined as the misuse of alcohol and other drugs which impair the individual's ability to meet standards of performance in classroom and clinical settings or contribute to inappropriate interpersonal interactions. Chemical dependency is defined as a state of chemical abuse in which there is a compulsion to take a drug, either continuously or periodically, in order to experience its psychic effects or to avoid the discomfort of its absence. Chemical abuse is viewed as a controllable disease that alters the student’s level of health and ability to perform his/her duties and responsibilities.

2. No student shall come to class or clinical settings under the influence of alcohol, marijuana, controlled substances, or other drugs that affect his/her alertness, coordination, reaction, response, judgment, decision-making, or safety.

3. When a student is taking medically authorized drugs or other substances that may alter clinical judgment or performance, the student has the ethical responsibility to notify the clinical instructor of the potential or actual
alteration.

If a student violates any of these policies, the student will be removed from the current clinical or classroom setting and will be referred to the appropriate source for drug and/or alcohol abuse treatment/assistance. Students in violation of these policies will also be referred to the Graduate Nursing Committee who will determine the most appropriate course of action for progression in the program which may include dismissal from the program. In all instances state regulations regarding nursing practice and reporting of chemical use and abuse will be complied with.

All Winona State University students must adhere to the University Alcohol and Other Drug Policy. This policy can be found on-line on the Student Life and Development site: http://www.winona.edu/sld/alcoholdrugpolicies.asp.

6. Exceptions to Policy or Requirement

Students may request an exception to a policy or requirement. Students are advised to meet with their advisor and complete the “Request for Exception to Department of Graduate Nursing Policy or Requirement” form (http://www.winona.edu/graduatenursing/forms.asp).

7. Clinical Progression Guidelines

A passing grade must be achieved in all clinical coursework prior to progressing to the successive clinical course. It is the responsibility of both the student and faculty member to become aware of and attempt to address any difficulties that arise in the clinical setting that would prevent the student from progressing. Every attempt should be made by both parties address difficulties in clinical prior to the end of the semester. Faculty members are responsible for documenting problem areas and notifying students. Students are responsible for acknowledging problem areas and committing to plan for improvement. Together faculty and students will develop a plan to address the problem areas and maximize learning.

When clinical courses are offered with required concurrent didactic courses, it is necessary for the student to maintain a passing grade in both the concurrent didactic and clinical courses in order to progress to successive courses. Students are expected to attend class and clinical seminar time and are also required to pass each course at a C level or above. If a student should fail either the didactic or clinical course, progression within the program will not be allowed until the student successfully completes the failed course(s). Students may also be required to repeat selected components of the didactic or clinical course that are considered concurrent with the failed course.

Faculty members evaluate the ability of students to deliver safe advanced nursing care and to meet course and program outcomes. While evaluating a student’s performance in clinical settings, faculty members understand and support the development of student skills as the student progresses through a course and a focus area.

If a student’s performance in a single or in multiple clinical experiences indicate(s) that a student will not be able to safely meet the course outcomes, the faculty member may remove the student from the clinical setting and will give a non-passing grade for the clinical component of the course. If a student’s performance indicates that the student will not be able to successfully meet the program outcomes and safely deliver advanced nursing care by the time of completion of
the program, the student will receive a failing grade in the respective clinical course; be removed from the clinical setting; and referred to the Graduate Nursing Committee for a possible recommendation for dismissal from the focus and/or program.

8. Grade Appeal

To appeal the grade received in any graduate course, the student should follow the grade appeal process outlined in the Graduate Catalog. Appeal of all other policies and decisions made by the Graduate Nursing Committee must be first made in writing to the Graduate Nursing Committee with a statement of the circumstances and supporting rationale for the appeal. If the appeal is not approved by the Graduate Nursing Committee, the student may continue the appeal by contacting the Dean of the College of Nursing and Health Sciences.

9. Grievance Procedure

Students have the right to appeal any decision that may affect your status within the program. See University policies as stated in Graduate Catalog. Student grievance procedure information can also be found by visiting http://www.winona.edu/sld/studentgrievance.asp. Please also read and become familiar with the “Complaint Policy for the WSU Department of Nursing.” (Appendix N of the Graduate Student Handbook.)

10. Cell Phones, Pagers, and Texting

Students with pagers are asked to set them on vibrate mode or silent mode during class or clinical experiences. Cell phones should be set to the silence option; or turned off and set to the messaging option during class or clinical experiences. Texting during class demonstrates a lack of mutual respect for student colleagues and faculty.

If you have an extenuating circumstance where you need to keep your pager or cell phone on or text, please inform the instructor and seat yourself close to the door so you can leave without disrupting the discussion. If your use of cell phones, pagers, or texting is considered disruptive to the faculty member or your student colleagues, the faculty member may address the disruption generally in the class. If the disruptive behavior continues, you may be addressed individually and privately. Course instructors may choose to designate consequences for such disruption on a course-by-course basis.

11. Program Evaluation

Evaluation of courses, faculty teaching effectiveness, clinical and practica experiences, and the graduate program itself is an important part of quality improvement for all programs. Continuous quality improvement and attention to student perceptions of their learning are important aspects of our national accreditation processes, as well. WSU has a required program of evaluation that begins the first semester after admission, continues with a major portion at graduation, and includes follow-up after graduation at 1 and 5 years. Both formative and summative evaluations are incorporated in the program’s evaluation plan. Students are asked to evaluate courses each semester as well as facilities and learning tools once a year. A student representative, who serves on the Graduate Nursing Committee, also provides evaluation input. Alumni evaluations include, but are not limited to, periodic surveys on employment, job responsibilities, and other activities in nursing. Please keep
the school informed of job and address changes after graduation so the evaluation process can continue smoothly.

You are encouraged to serve as a member of the Department of Graduate Nursing Committee--while enrolled in the program. In this role, you will be an integral agent within the evaluation processes and provide a liaison between faculty and students on curricular and program issues.

12. Student Use of Work Related Projects to Satisfy Academic Requirements

Every student comes to the graduate nursing program with a variety of experiences. Some of these prior experiences may include having worked on/completed a project that is similar to a class assignment in the graduate program. If a project completed within the last six months in your work environment fits the criteria for the class assignment, you may consider using this prior project as a basis for your class assignment. The intention of most course assignments is to reflect individual student’s thought, creativity, and work. Thus, prior work must have been completed by you alone. A prior project that includes the work/contribution of others is not acceptable to be submitted as a class assignment. Your prior project may not encompass the entire objectives and criteria of the class assignment, so you may need to add to this prior work for submission as a class assignment. You will be expected to follow the criteria set forward in the class assignment and to submit the assignment in the format outlined by the course instructor. If you desire to use a prior project or a portion of a prior project, please discuss the specifics with your course faculty. Additional documentation/clarification/submitting prior project may be required at the discretion of the faculty.

13. Graduation Requirements

A STUDENT IS ELIGIBLE FOR GRADUATION UPON:

1. Completion of required courses found on the officially approved Online Graduate Studies Program Contract.
2. Completion of the thesis, scholarly inquiry paper (SIP), or DNP Project a minimum of two weeks before intended date of graduation.
3. Oral Presentation of the thesis, SIP, or DNP Project at least two weeks before intended date of graduation.
4. Evidence that all college policies and general requirements of the University for graduation are met.

The "Application for Graduation" form (MS & DNP degree); "Certificate Program Completion" form (GC) form must be submitted at least one semester prior to graduation (may be found by visiting the Office of Graduate Study website at: https://www.winona.edu/gradstudies/student-forms.asp or from the Department of Graduate Nursing Office in Rochester). Students who graduate spring semester must participate in commencement exercises unless excused by the Dean of Nursing on presentation of proof that attendance at commencement will cause undue hardship.

**PLEASE NOTE:** The Master of Science or the DNP degree will **not** be posted on your WSU transcript until your Thesis/Scholarly Inquiry Paper or evidence of successful completion of the Report of DNP Final Examination form has been received by the School.
Please **NOTE THE DEADLINES** in the WSU Graduate Catalog for Application for Graduation and **M.S. and M.A. Degree Requirements**.

Note: All students are required to review these and all other academic policies included in the Winona State University Graduate Catalog.

14. Post-Graduation Forms

**Certification Examination Eligibility**
If you are a graduate of one of the Advanced Practice Registered Nurse (APRN) programs, following degree competition, you are prepared for eligibility for taking Advance Practice Registered Nurse (APRN) certification examinations. As part of the application for taking these examinations, the certification agencies will require documentation from Winona State University, as the educational institution from which you are graduating, to verify your program completion. This is done with a form (currently ANCC and AANP) or electronic (AACN). Currently, the process for the three certification agencies is as follows:

a. American Nurses Credentialing Center (ANCC): This form is completed by the Graduate Nursing Office. It is typically given directly to the student by the program coordinator/faculty prior to graduation so the student can include in their application packet. For AGCNS, FNP, AGACNP, PMHNP.

b. American Association of Nurse Practitioners (AANP): You are responsible for requesting that Winona State University (through Warrior Hub) send your transcript to AANP. This process may change to an electronic system in the future. For FNP, AGACNP.

c. American Association of Critical-Care Nurses (AACN): The student makes application to AACN and AACN electronically notifies the Chair of the Department of Graduate Nursing. The Chair enters approval of eligibility into the AACN Portal. The student is then notified of their eligibility. For AGCNS, AGACNP.

**State Licensure**
Upon successful completion of your certification examination, you are eligible to apply for Advanced Practice Registered Nurse (APRN) licensure in Minnesota, Wisconsin, and other states recognizing APRN licensure for practice.

a. MN Board of Nursing (MN BON): The student is responsible for completing the first page of the document (including signature) and sending to the Graduate Nursing Office. The Chair of the Department of Graduate Nursing will verify and sign before office staff mail to MN BON; the official Winona State University seal is placed on this form. This is the procedure for all Advanced Practice Registered Nurse (APRN) confirmation.

b. Wisconsin Department of Safety and Professional Services: The student is responsible for completing the first section of information and sending to the Graduate Nursing Office. The Chair of the Department of Graduate Nursing will verify and sign before office staff send to WI DSPS.

**E. General Support**

1. **School of Graduate Studies**
The center of information and assistance for graduate students is the School of Graduate Studies, Somsen 210C (Winona Campus). The School of Graduate Studies Office reviews applications for admission, program contracts, graduation documents, graduate assistantships, and maintains graduate student records.

The School of Graduate Studies coordinates graduate programs and recommendations on graduate programs. Inquiries on specific program requirements should be addressed to the department chairperson or program director of the degree-sponsoring department.

Graduate Office Contact Information: https://www.winona.edu/gradstudies/

Jeanine E. Gangeness, PhD  
Dean, School of Graduate Studies and  
Associate Vice President-Rochester  
Academic Affairs  
Director of Graduate School  
400 South Broadway, Suite 300  
Rochester, MN 55904  
Phone: (507) 535-2530  
jgangeness@winona.edu

Brenda Canar, Office Manager  
WSU School of Graduate Studies  
Somsen 210C  
PO Box 5838, 175 W Mark Street  
Winona, MN 55987  
Phone: (507) 457-5038  
Fax: (507) 457-5571  
GradOffice@winona.edu

2. Computer Lab Services / Graduate Study Lab

Graduate Nursing students have access to computer labs on both campuses of Winona State University. Students are expected to be computer literate upon entrance into the program. Several different kinds of computer programs are available for word processing, project planning, manuscript preparation, spreadsheets, databases, and research. Location of the computers and software varies with the campus and the needs of students. A schedule of lab hours is available in each computer lab.

Information on the computer labs and services on the Rochester campus, can be found at: http://www.winona.edu/rochester/technology/computer-labs.asp.

User Services (Technical Support Center), including information regarding printing, can be found at: http://www.winona.edu/it/tsc.asp.

WSU-Rochester has a Graduate Student Study Lab located in East Hall 101. The Graduate Study Lab is exclusively for the use for WSU-Rochester graduate students. The lab contains computers and a printer. The Study Lab is a shared resource with other WSU-Rochester graduate programs. Please be courteous to others by keeping the area clean and by sharing the resources available in the lab.

3. Computer Requirements for the Department of Graduate Nursing

The computer requirements for graduate students change from year to year. Students are required to have WSU e-mail and access to the Internet (access is available on-campus). These two capabilities are very important to your progression in the program. All program notices and updates will be sent via WSU e-mail. Additionally, many Graduate Nursing courses include learning experiences on the Internet or are delivered completely via the Internet. Students are required to have web camera capabilities on their computers when taking web-based, web-enhanced, hybrid and on-line courses. In addition, sufficient bandwidth is necessary for reliable synchronous and asynchronous required connection within the class. If you have any
questions regarding the computer requirements or questions on minimum system requirements to run D2L Brightspace, please contact Tech Support at 1-800-657-3870 or visit their website at https://learn.winona.edu/wiki/WSU_Graduate_Student_Technology_Guide.

WSU Graduate students are not required to lease University laptop computers; however, they may do so if they choose. If you are interested in learning more about the University’s laptop program, please visit www.winona.edu/IT/e-warrior.asp.

**The WSU IT department would never ask you to reveal private information in an email.** We consider passwords as private information. WSU has a very good knowledgebase wiki page on Phishing: https://learn.winona.edu/wiki/Phishing

4. **Technology Guide for Graduate Students**

Many WSU graduate students have unique technology needs. The Graduate Students’ Technology Survival Guide will help you find the tools and services you need for your graduate studies. The guide can be found at https://learn.winona.edu/wiki/WSU_Graduate_Student_Technology_Guide and includes answers to the most commonly asked technology questions, including connecting to your WSU email, laptop support, and D2L/Brightspace. Please bookmark the guide’s webpage for easy reference.

If you cannot find an answer to your technology question in the guide, contact the technology Support Center at 507.457.5240, email AskTech@winona.edu or stop in at Somsen 207 in Winona or GL118 in Rochester. They are there to help you succeed!

5. **Online Learning Information (D2L Brightspace)**

Most graduate faculty members use Desire2Learn (D2L) Brightspace to support their courses. In addition, many graduate nursing courses are taught by either hybrid (3-4 on campus or synchronous web-based meetings per semester with the remainder of the course online via D2L) or fully online. Please visit http://elearning.winona.edu/wiki/Softchalk/D2L_Overview/index.html. For more D2L Brightspace information visit www.winona.edu/wsuonline/default.asp.

6. **Videoconferencing**

Winona State University-Rochester offers many classes to students via videoconferencing, especially those courses offered by hybrid method. Videoconferencing entails two-way audio-visual communication between an instructor at one site and students at one or more sites who can interact with each other in "real time."

Students must test their connection prior to the first class so that learning is not compromised. Follow the directions on the Distance learning website to make certain your system is adequate for seamless connection. www.winona.edu/distance-learning/.
7. Preparing for Distance Delivered Courses

Being prepared for the start of class is essential in distance delivered courses where technical issues can prevent you from participating and cause you to fall behind. Identifying and fixing technical problems ahead of time can help you get off to a good start. There are a number of basic technical tasks that should be mastered by all students before their distance class begins. There are also some course-specific tasks that may or may not apply to you. Your instructor will inform you of course-specific tasks that need to be completed prior to the start date.

It is especially imperative that students in distance delivered classes prepare with being proficient in technology (e.g., completing the set-up wizard prior to synchronous classes, monitoring discussions on-line, being prepared for a Zoom meeting). Since synchronous on-line course meeting times are less frequent, it is important, and may be a course requirement, that students attend and prepare in advance for these classes.

Once you have finished the basics, you may want to complete some of the course-specific tasks listed under “Learn More.” Not all courses use these tools, but they are common enough that we listed them here for your convenience. Consult your course information (e.g., in D2L Brightspace) and contact your instructor for additional instructions related to course-specific tools.

Additional information may be found at www.winona.edu/distance-learning/ and at the Keep Learning site that has many helpful tools for your use to guide remote learning.

8. Writing Center (Winona) / Proctoring Center (Rochester)

Graduate Students may utilize the Writing Center in Winona. Information on the Writing Center may be found at www.winona.edu/english/writingcenter.asp.

The Proctoring/Testing Center is located on the second floor of the Atrium building (AT) 209. RCTC and WSU are now offering testing services in a secure, quiet environment for students who cannot take a scheduled class exam. In addition, students taking online or traditional courses at institutions other than RCTC and WSU may also arrange for testing times. The Proctoring Center also offers CLEP, DSST, Castle/Scontron, and Kryterion testing for a nominal testing fee.

To schedule an exam time, the faculty member should contact the Testing Center Coordinator at proctor@rctc.edu at least two business days in advance. Drop-in services cannot be accommodated (www.rctc.edu/services/learningcenter/testing-center/).

9. Student Expectations

The nature of graduate study necessitates that students take responsibility for their own learning. Many hours per week are devoted to reading, writing, and assignment preparations.
Coursework in the Department of Graduate Nursing builds on knowledge from the undergraduate nursing program and from the beginning to the end of the program. Therefore, students must apply information learned in their previous and early program, such as how to read research, levels of evidence for research, basic statistics, and clinical expertise.

Timeliness of coursework and class presence is also essential. Instructors may deduct points for late assignments or lack of presence. Students may also do self-grading or self-reflection as a part of coursework; if there is a discrepancy between the student’s self-evaluation and the instructor’s evaluation, the instructor may override this score (and will notify the student).

Writing is an important skill in the graduate programs, as well. If students need a review of writing skills (and APA style), there are available resources, such as a writing center or online tutors. All students are encouraged to use resources as needed.

10. Class Session Recording

Class sessions may be video recorded for the purpose of educational review. Recordings obtained for the purposes described herein are for educational purposes only.

F. Assignments

1. Oral Presentations

Throughout graduate study you will be required to give a variety of oral presentations, either in person or online. These will vary in length, style, and content depending upon the objectives of the course and presentation. Generally it is advantageous to prepare well for such presentations. The following points will be helpful as you prepare.

a. If there is a time constraint (e.g., 10 minutes, 30 minutes, etc.), be certain that your report fits into that time frame. Generally, it is better to stop a few minutes earlier rather than later.

b. Oral presentations are scholarly. Watch your grammar; cite sources appropriately and CORRECTLY according to the most current edition of the APA Manual. For example: “Harris, reporting in the July-August 1996 Volume of Nursing Research, cited the therapeutic benefits of massage to include...”

c. Write out your presentations and rehearse them.

d. If you are given an outline to follow in the presentation, refer to each item on the outline. Try not to spend an inordinately long time on one item to the neglect of others.

e. Visual aids are helpful in conveying ideas. Power Point presentations, voice-over Power Point presentations, and other technologies are helpful in oral presentations. For technical assistance, students may contact Teaching, Learning & Technology Services (TLT) at (507) 457-5240. Data projectors and computers are available for all students to use to prepare visual aids and handouts.

f. PRACTICE YOUR PRESENTATION. Have a friend or spouse listen to you. Time yourself. Videotaping your presentation will provide valuable feedback and is encouraged.

g. Seek honest feedback from your peers.

h. For most presentations, you are expected to dress as professionally as you would at a public presentation.
2. Written Assignments

It is expected that all written assignments reflect consistent use of the most current edition of the APA Manual. The manual is available for purchase in the RCTC Bookstore or from online vendors. Students whose written assignments indicate difficulty with sentence structure, punctuation, language, or spelling will be encouraged to seek help from a tutor. Tutoring is available from the WSU Writing Center. For information on the Writing Center in Winona, visit http://www.winona.edu/english/writingcenter.asp or call (507) 457-5505.

Always make two copies of any major paper so one will be returned to you if you turn in a hard copy. Check with your instructor, he/she may ask for two copies. Always put your name legibly on the paper, as well as the course and instructor’s name.

It is wise to outline any paper before beginning it. Organize your thoughts and develop a system of logically organized arguments. When reporting a literature review that supports the argument or research question, draw a model of the theoretical or conceptual framework. This will help you organize the literature review and make it clear for the reader. Using outlines and diagrams will help you test the logic of your arguments or conclusions as well as make sure you have covered all relevant parts of the whole. (See Appendices for tips for writing effectively and for time management.)

You are strongly encouraged to use Microsoft Office Word software for word processing. All papers submitted for nursing courses must be typed; papers need to be legible (check printer toner cartridges for ink supply). The thesis/scholarly inquiry paper/DNP Projects must be letter quality printing.

3. Assignment Returns

Please check with the instructor of your class to determine when and how student assignments will be distributed. If assignments are left with the Department of Graduate Nursing Office for students to pick up, the papers will be kept for one semester and then disposed of. It is the student’s responsibility to pick up their assignments in a timely manner. Assignments will not be mailed to student’s homes unless the student provides a postage paid envelope to the Department. Students may request their assignments be sent to the Winona Campus Nursing Department to pick up if this is a more convenient location. Due to confidentiality, students may not pick up assignments for another student.

4. Tutoring

Minnesota State has partnered with Tutor.com to offer 24/7 online tutoring, which will connect students with an expert tutor for extra assistance one-on-one. Each WSU student has free access to 15 hours of this service each year. Online tutoring services can be accessed from any internet-enabled device through the main page in D2L and your course page under the Resources drop down. Tutoring Services will continue to offer great face-to-face tutoring in Krueger Library 220, and students may also receive excellent individualized writing instruction from the Writing Center, however, online tutoring is a convenient resource especially for our online and commuter students.

G. Master of Science Graduate Nursing Student Thesis/SIP Requirement

Please see the current version of the Thesis/Scholarly Inquiry Paper Guidelines for information specific to the Master of Science Graduate Nursing student scholarship.
H. **Doctor of Nursing Practice Graduate Nursing Student Project Requirement**

Please see the current version of the Doctor of Nursing Practice (DNP) Project Guidelines for information specific to the DNP Project at Winona State University.

[DNP Project Guidelines](#)

I. **Institutional Review Board (IRB)**

For information regarding IRB Policies, please visit [http://www.winona.edu/grants/irb.asp](http://www.winona.edu/grants/irb.asp)
VII. GENERAL INFORMATION

A. Accreditation

Winona State University is accredited for Undergraduate and Graduate Programs by the Higher Learning Commission.

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program, and post-graduate APRN (Advanced Practice Registered Nurse) certificate program, at Winona State University are accredited by the:

Commission on Collegiate Nursing Education (CCNE)
https://www.aacnnursing.org/CCNE
655 K Street, NW, Suite 750
Washington, DC 20001
Phone: 202.887.6791

American Associate of Colleges of Nursing (AACN)
https://www.aacnnursing.org/

The Commission on Collegiate Nursing Education has accredited the Winona State University Baccalaureate Degree Programs and Master’s programs in Nursing through June 2023. Doctor of Nursing Practice programs and post-graduate APRN certificate programs are accredited through June 2030.

The WSU Nursing program is approved by the Minnesota Board of Nursing. The Baccalaureate and Master’s programs received continuing program approval in June of 2013. The next consideration for continuing approval by the Board of Nursing will be after the planned 2022 Commission for Collegiate Nursing Education (CCNE) accreditation visit and when the CCNE board action is complete.

B. Tuition and Fees

Information regarding the Department of Graduate Nursing tuition rates and fees:
https://www.winona.edu/billing/rochesterrates.asp
https://www.winona.edu/graduatenursing/resources.asp

C. Alumni Activities

As a graduate of Winona State University’s nursing program, you will be eligible to be involved in nursing alumni activities. The WSU Nursing Alumni Chapter was organized in 1988.

The Alumni Chapter provides an opportunity for you to keep in contact with one another and the nursing department. It will also provide social activities associated with continuing education programs. The first such event was held in June, 1989, with the theme: "CELEBRATION OF THE 25TH YEAR OF THE FOUNDING OF THE NURSING PROGRAM AT WSU." The first graduating nursing class at WSU was recognized at this event. Keeping the school informed of your address changes after graduation will make sure you know about alumni activities (www.winona.edu/registrar/default.asp).

D. Bookstore (Rochester)

The Rochester Bookstore is located in the Hill Theater Building in room HT100. Students may purchase textbooks in person or on-line at http://bookstore.roch.edu. If you have
questions regarding textbook listing for a class please contact the Rochester bookstore at 507.285.7202 or visit http://bookstore.roch.edu/SelectTermDept.aspx. (Please note that Textbooks for WSU-R classes typically are not offered for sale in the WSU-Winona Bookstore.)

E. Car Starting

Students may contact Rochester Security at 507.285.7262 regarding the need to have their vehicle jump-started. Rochester Security will contact a towing service and request they respond to the designated parking lot where the vehicle is located. Currently, there is no charge for this service. This service is provided by RCTC Student Senate.

F. Counseling Services

WSU Counseling & Wellness Services provides students with personal, confidential counseling services. If you would like to set up an appointment to see a counselor, please contact Student Services in SS128 (507.285.7100) or visit the Counseling & Wellness Services website at: https://www.winona.edu/counseling-services/

G. Access Services

WSU Access Services has many academic accommodations to provide students with disabilities with equal access to their education. Some of these academic accommodations include: extended time on tests, low distraction, quiet test location, exams in auditory format, tests in alternative format, disability advising, sign language interpreters, a scribe and/or accessible classrooms and labs.

For more information on these and other academic accommodations, please contact Access Services at access@winona.edu or call 507.457.5878. Information can also be found by visiting their website at http://www.winona.edu/accessservices/ or visit the WSU-Rochester Student Services Department in Student Services (SS) 128 or 507.285.7100.

H. Graduate Assistantships

Graduate Assistants are graduate students, enrolled in the graduate programs, who are hired to assist in research, instruction, or similar professional activities to which their status as graduate students bring special expertise and experience. Specific responsibilities will be negotiated between the student and faculty member based on mutual goals. Full-time graduate assistants work 20 hours per week and register for at least 6 credits each semester. The allocation for a graduate assistantship is made by the Vice President for Academic Affairs on the recommendation of the Dean of the College of Nursing. Part-time graduate assistants work 10 hours per week and register for at least 3 credits each semester. Graduate assistants are granted resident tuition for the period of time they hold the appointment. Appointment is usually for one academic year. Students apply for Graduate Assistant positions by logging in to Handshake Candidate Portal, WSU’s job recruiting system, using your StarID@winona.edu and password. Applications should be completed in the spring for the coming school year. For more information, please visit the Graduate Studies website at www.winona.edu/gradstudies/assistants.asp or Graduate Catalog.
I. Student Health Services *(Rochester)*

Treatment of minor illnesses, emergency first aid, non-prescription medications, referrals, health counseling and diagnostic tests are available for students through Student Health Services. The Student Health Service office is located in the Health Science Building (HS) 140. Students can stop in or reach them by phone at 507.285.7261. A registered nurse is available every day during the academic year, and a physician or nurse practitioner is on campus weekly. Because these services are financed by the health services fee, there is usually no additional cost to students for Student Health Services visits. Student health insurance information is available through this office. For more information, please visit their website at: [https://www.rctc.edu/services/health/](https://www.rctc.edu/services/health/).

J. Department of Graduate Nursing Helpful Resources and Information

The Department of Graduate Nursing Helpful Resources and Info D2L Brightspace site, it is a site for graduate nursing students. Students are able to join by self-registering on the D2L home page. To self-register, go to the D2L Brightspace home page at [https://winona.learn.minnstate.edu/](https://winona.learn.minnstate.edu/), log-in, click on self-registration at the top of the page, locate this course, and then enroll.

K. Job Postings

Job Postings are available at Winona State University’s Career Services Center. Information on Career Services can be found at [www.winona.edu/career/](http://www.winona.edu/career/). For more information please contact the Student and Campus Support Office at (507) 285-7100.

L. Library Resources

WSU-Rochester students have access to books and databases at the Darrell W. Krueger Library on the Winona campus. Students may request books and articles from Krueger Library as distance students. Most course article assignments may be on e-reserve at the Krueger Library web site. Students will need to apply for an ID/library card to check-out library materials. WSU ID cards are available from the Winona Campus Card Office, Maxwell 227 or from Technical Support Center in GL118 in Rochester.

1. **Darrell W. Krueger Library (Winona) (507/457-5140)**

   The Darrell W. Krueger Library contains over 320,000 volumes and more than one million units of microfilm documents. The library houses an electronic classroom, which is used to teach students how to navigate the Internet and how to use the library’s catalogs and indexes. The WSU library is state-of-the-art; it is one of the first laptop libraries in the world and is one of the three libraries featured in Academic Libraries as Hi-Tech Gateways, 2nd edition, a book published by the American Library Association.

   The Darrell W. Krueger Library also serves as a gateway to information tools and resources throughout Minnesota and worldwide. The statewide MN LINK catalog allows campus community members to search the catalogs of and borrow materials from many other state libraries. The library also subscribes to many online full text databases and has access to over 14,000 periodicals. To check out materials,
members will need their valid WSU ID. If you need assistance finding the information, visit the Reference Desk in the library, call us at (507) 457-5146, or email us at Refdesk@winona.edu. Library hours can be obtained by calling (507) 457-2455. Please visit the WSU Darrell W. Krueger Library’s web site at http://www.winona.edu/library/.

2. Area Libraries
Other area libraries include: Mayo Clinic, Rochester Methodist Hospital; St. Mary’s Hospital in Rochester; Viterbo College; St. Francis and Gundersen Health Systems in LaCrosse; and public libraries.

M. Lost and Found
Items found on the WSU-Rochester campus should be turned in to the Security Office. The Security Office is located on the first floor Coffman Hall, room 102 (507/285-7262).

N. Nursing Organizations
1. Midwest Nursing Research Society (MNRS)
   Each fall, faculty selects graduate students to present their thesis or DNP via posters at the spring (March/April) Meeting of the MNRS. Students are required to be members of MNRS and pay registration fees. To help with expenses, Winona State University Nursing Research Fund usually contributes to each student who presents a poster. The amount contributed will depend upon available funds and the number of students attending. If you anticipate your research will be ready for this meeting, contact your thesis advisor/DNP Project advisor or the Chair for application materials or to get your name "on the list" of potential presenters. WSU thesis and DNP project posters have received awards in the poster competition. If your application is accepted, you should identify yourself on the poster as a WSU Graduate Student and list your advisor as co-author. Please visit http://www.mnrs.org/ for more information.

2. Sigma Theta Tau
   The KAPPA MU Chapter of Sigma Theta Tau was chartered April 29, 1988, at Winona State University. Graduate students must have a 3.5 GPA on existing grades, meet integrity criteria, and have completed one-fourth of program to be recommended by graduate faculty. Contact the Graduate Nursing Office if you are interested in learning more about membership. Induction occurs during the spring semester. For more information on Sigma Theta Tau, please visit their website at www.nursingsociety.org/default.aspx.
O. Parking

**WSU-R/RCTC Campus:** Parking fees are included in the tuition/fees on the WSU-R/RCTC campus. Parking is available in designated student lots.

**WSU-R/Broadway Parking Options:**
Riverside Building, South Side Parking lot (small lot). Park in WSU designated spots or center area. Do not park in other business designated spots or you may be towed.
Metered spots on Broadway and 4th Street (around Riverside building)
https://www.rochestermn.gov/departments/public-parking

**WSU Winona Campus:** Parking permits are required in order to park in any of the lots on the Winona Campus. Parking along the streets is free. For more information, contact WSU main campus Parking Services at 507/457-5062 or visit their website at [www.winona.edu/parking/](http://www.winona.edu/parking/).

P. Program Announcements

Program announcements and updates are made via the Winona State University e-mail system. Students should check their Winona State University e-mail regularly for program and course information. If students have any difficulties accessing their Winona State University email, they should contact the Technical Support Center at (507) 457-5240 or (800) 657-3870.

Q. Registration Information

Students should become familiar with the WSU Academic Calendar to view registration deadlines, including drop/add deadline dates. To view the Academic Calendar, please visit [https://www.winona.edu/calendars/](https://www.winona.edu/calendars/)

Students accepted into a program within the Department of Graduate Nursing have a two-week window to register before classes are opened to Graduate Special Students. Please pay attention to registration dates listed on courses and register early before classes fill up.

To view the on-line WSU course schedule, students should visit [www.winona.edu/](http://www.winona.edu/) – click on the “Resources” tab – “eServices” tab – under the “Course Search” tab select the highlighted fields. The **Campus** field tab defaults to show only classes held on the Winona campus. Please change this field to “Any Campus” otherwise you will not see Rochester class offerings.
To view detailed course information, double click on the class title. If interested in registering for the class, click on “Add to Cart.” Once you are ready to register, click on “Continue to Registration” under the picture to the right of the screen.

If you have any questions on the registration process, please contact the Student and Campus Support office at 507.285.7100. Please also visit https://www.winona.edu/registrar/register-classes.asp

R. Security Information

1. **Star Alert** - The Winona State University and University Center in Rochester strive to make the campus as safe of an environment as possible. As part of the safety measures, students are encouraged to sign up for **Star Alert™** which is a wireless emergency notification system.

   Star Alert emergency messages are sent to students through text mail and e-mail during emergencies that threaten life or safety and/or severely impact standard campus operations. The Star Alert system will only be used in emergency situations. Please visit the following websites for more information and to sign up for this service:

   Rochester:  [https://www.rctc.edu/services/safety/emergency-alerts/](https://www.rctc.edu/services/safety/emergency-alerts/)
   Winona:  [http://www.winona.edu/staralert.asp](http://www.winona.edu/staralert.asp)

   Students may sign up for emergency alerts at each specific campus, or both campuses if they so choose.

   The Security Office in Rochester is located on the first floor of Coffman Hall, room 102. The Campus Security Office may be reached at 507.280.3175 (office) or 507.285.7262 (radio).

   The WSU Security Office in Winona is located in Sheehan Hall 264. The Campus
Security Office may be reached at 507.457.5555.

2. **Security Escort** – The Rochester campus has made every effort to illuminate its parking lots at night. However, caution should be used when leaving an evening class or event. Anyone wishing an escort to their car should call Campus Security at 507.285.7262.

3. **General Security** – Students are strongly encouraged to report crimes **immediately**. To report a crime or suspicious circumstance in progress or medical emergencies, call 911. Otherwise, contact campus security at 507.285.7262. The Student Health Service, (which operates for limited hours at the Rochester campus), may be contacted for assistance at 507.285.7261. Student Health Service is not an emergency care provider.

4. “**Emergency Code Blue Light Button Poles**” can be used in an emergency to contact Rochester campus Security. The emergency poles are intercom connections activated by pushing a button. “**Emergency Code Blue Light Button Poles**” are located in these areas: East Parking lot, West Parking lot, North Parking lot.
S. Severe Weather Information

1. Winona State University:

Since winter weather conditions can vary greatly from community to community, students are encouraged to use discretion when traveling. The Winona State University Severe Weather web page will be updated with specific information about severe weather closing or class cancellation on days when such events occur. Bookmark this page for easy access:

https://www.winona.edu/emergency/severe-weather.asp

In case of a weather emergency, the following radio stations in the area will be notified as soon as possible of any cancellations at WSU.

<table>
<thead>
<tr>
<th>Winona</th>
<th>Rochester</th>
<th>Red Wing</th>
<th>La Crosse</th>
<th>Twin Cities</th>
</tr>
</thead>
<tbody>
<tr>
<td>KQAL 89.5-FM</td>
<td>KNXR 97.5-FM</td>
<td>KCUE 1250-AM</td>
<td>WiZM 1410-AM</td>
<td>WCCO 830-AM</td>
</tr>
<tr>
<td>KAGE 1380-AM</td>
<td>KROC 106.9-FM</td>
<td>KWNG 105.9-FM</td>
<td>WiZM 93.3-FM</td>
<td></td>
</tr>
<tr>
<td>KAGE 95.3-FM</td>
<td>KROC 1340-AM</td>
<td></td>
<td>WKBH 100.1-FM</td>
<td></td>
</tr>
<tr>
<td>KWN  1230-AM</td>
<td>KYBA 105.3</td>
<td></td>
<td>WKTY 580-AM</td>
<td></td>
</tr>
<tr>
<td>KWN  99.3-FM</td>
<td>KWNK 96.5</td>
<td></td>
<td>CC106.3-FM</td>
<td></td>
</tr>
<tr>
<td>KHME 101.1-FM</td>
<td>KLCX 103.9</td>
<td></td>
<td>Magic 105 (104.9-FM)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>KWEB 1270-AM</td>
<td></td>
<td>Eagle 102.7-FM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>KRCH 101.7-FM</td>
<td></td>
<td>Classic Rock 100.1-FM</td>
<td></td>
</tr>
</tbody>
</table>

Radio:

Television:

<table>
<thead>
<tr>
<th>Winona</th>
<th>Rochester</th>
<th>La Crosse</th>
<th>Twin Cities</th>
<th>Eau Claire</th>
</tr>
</thead>
<tbody>
<tr>
<td>HBC Cable 20 and 25</td>
<td>KTTC - 10</td>
<td>WKBT - 8 (7)[7]</td>
<td>KSTP - 5</td>
<td>WEAU - 13</td>
</tr>
<tr>
<td></td>
<td>KXLT - 47</td>
<td>WXOW - 19 (11) [18]</td>
<td>WCCO - 4</td>
<td></td>
</tr>
</tbody>
</table>

(The number in parentheses is Winona Charter Cable system's channel designation for La Crosse stations.)

[The number in brackets is Winona HBC Cable system's channel designation for La Crosse stations.]

Internet:

In the event of Severe Weather related class cancellations, the WSU Communications office posts a list of canceled classes in an orange "Severe Weather Alert" section on WSU's Home Page. The posting contains specific information about severe weather closing or class cancellations on days when such events occur.

2. Department of Graduate Nursing:

In cases of inclement weather, students and faculty should use their best judgment as to the safety of travel. If a student believes travel would be dangerous, they should call 507.285.7473 or their instructor and report that they will not be able to attend class. The Administrative Assistant will then report the person's absence to appropriate students and/or faculty members via e-mail or phone if possible. It is important the current phone numbers, addresses, and email addresses are on file with the Department of Graduate Nursing and with the Registrar's office.

In instances where driving conditions are acceptable at the traveling student's or faculty member's home yet inclement weather or poor driving conditions are suspected in the Rochester area, students and faculty should check the appropriate road condition reports. They should also check the main WSU Home Page. When faculty members cancel classes due to severe weather, the cancellations are noted. As a last resort, call the WSU Switchboard but realize that this line is hard to reach.
on snow days and is not staffed until 8:00 am. Please visit for full policy.  
https://www.winona.edu/emergency/severe-weather.asp

T. Scholarships / Financial Aid

A limited number of scholarships are available to graduate students. WSU Graduate Nursing students are advised to check with the WSU Financial Aid Office at www.winona.edu/financialaid/typesofaid.asp;  WSU Foundation Office at http://www.winona.edu/foundation/scholarships.asp; employers; or with such organizations as the American Cancer Society, Minnesota Nurses Association or the Veteran’s Administration for funding support of their education. Nurse Practitioner students are also eligible for the National Health Service Corps (NHSC) Scholarship program. The Kubrick Scholarship is available for Iowa NP students.

Questions about financial aid can be directed to 507.457.2800.

U. Syllabi and Major Assignments

Students are strongly encouraged to retain an electronic copy of all course syllabi and major assignments for future reference. In this electronic age, employers and future professional colleagues will be asking about your curriculum. Creating an academic portfolio is one way to be prepared for these requests at the end of the program and beyond.

V. WSU-R Student and Campus Services Office and Communications

A. The WSU-Rochester Student and Campus Services Office are located in the Student Services building in room SS128. This office provides students with assistance in registration, ordering transcripts, and name/address changes, general questions regarding WSU and career services. WSU Student Services advisors from Admissions, Personal Counseling, Financial Aid and International Student Services are also available for consultation throughout the semester. Appointments for all Student Services advisors can be made via email at wsurochester@winona.edu, by phone at 507.285.7100, or in person at the WSU-R Student and Campus Services office, SS128.

B. Campus Communication

The WSU-Rochester Student & Campus Services Office uses the official WSU email address for students to communicate important campus and university information. Specific email messages will be sent to students from time to time for important issues and opportunities. Please make a point to regularly check your WSU email box for messages and information and watch for the WSU-Rochester student email newsletter each week.

Students can also provide feedback to campus administration via a comment box on the wall in the corridor outside the WSU-Rochester Student & Campus Services Office in SS128. If you have a question, problem or suggestion on how we can improve our services, please use the box to submit a question or concern for our review.

W. Facebook

WSU-Rochester has a Facebook page. Please “like” the WSU-Rochester Facebook
Page to view photos, win trivia contests, and connect with your classmates. The Facebook page can be found at https://www.facebook.com/pages/Winona-State-University-Rochester/169518217578?fref=ts

Students are encouraged to join our Graduate Nursing closed/private Facebook group. This social media platform is a way for students, alumni and faculty to stay connected. You can request to join by clicking the link off the WSU Nursing Department Facebook page or by going to: https://www.facebook.com/pg/Winona-State-Nursing-Department-591444044707144/groups/?ref=page_internal

X. Student Life

The WSU-Rochester campus provides student life activities in collaboration with the WSU-Winona campus, RCTC Student Life and community organizations to enrich our students’ experiences. All current WSU-R students can use the Rochester campus Fitness Center in the Sports Center. All Student Life sponsored activities on the Winona campus are available to current WSU-R students. Past activities have included bus trips to the Twin Cities for sports and cultural events, campus cookouts, and campus “Comedy Nights.” In addition, WSU-R students have access to one (1) free movie ticket per month for a Rochester movie theater. During the course of the year, information on Rochester campus events will be emailed to WSU-Rochester student email accounts, included on the WSU-Rochester Student Life and Events webpage, posted on WSU-Rochester Facebook page, and information will be posted on WSU bulletin boards throughout campus. The WSU-R student activities are provided through funds from the WSU-R Student Life fees each semester. All on-campus sponsored events are alcohol and drug free. For more information, please contact the WSU-R Student and Campus Services Offices at SS128 or 507.285.7100 or email at wsurochester@winona.edu.

Y. Student Senate (WSU); WSU Graduate Student Experience Committee; and Graduate Student Organization (GSO) Club

Student Senate: The WSU Student Senate is the governing body of the Winona State University Student Association. In its capacity, Student Senate acts as the recognized voice and bargaining unit for all students at Winona State University. This is done through the process of consultation and student government.

Student Senate also is responsible, through the Student Activity Fee Committee (SAFC), for appropriating budgets to student clubs and organizations and granting special requests.

WSU-Rochester graduate students are eligible and encouraged to serve on Student Senate. Interested individuals should review the Student Senate website or contact Student Senate officers for more information (http://www.winona.edu/Studentsenate/).

Graduate Student Experience Committee: Graduate nursing students are invited to serve on the WSU Graduate Student Experience committee to provide consultation regarding experiences unique to the graduate student at WSU. More information on the Graduate Student Experience Committee can be found by visiting their website at: www.winona.edu/alluniversitycommittees/gradexperience.asp.

Graduate Student Organization Club (GSO): Winona State University has a variety of clubs and organizations available for students to participate. One of the clubs associated with Graduate students is the “Graduate Student Organization” club. The purpose of this club serves to discuss the unique academic and support needs of graduate students and undergraduate students on campus and to form connections between graduate students, undergraduate students, educational programs, the campus, and the community.
Information on the GSO can be found by visiting: http://www.winona.edu/sal/clubs.asp - Academic Clubs/Organizations - Winona State Graduate Student Organization. The Club has a Facebook page that students may join. This page can be found at: https://www.facebook.com/pages/Winona-State-University-Graduate-Student-Organization/722659431093230

Z. Transcript Ordering

The process for ordering transcripts is a bit different depending on whether you are a current student, recent graduate or an alumni. Please visit: http://www.winona.edu/registrar/transcriptsrequests.asp for more information regarding ordering transcripts, or contact the Warrior Hub at 507.457.2800.

AA. Change of Name or Address

If you have a name or address change, please be sure to contact both the Department of Graduate Nursing office (507.535.2580) and the Warrior Hub at 507.457.2800 (www.winona.edu/warriorhub/) Change of name/address can be submitted on-line at www.winona.edu/registrar/.
VIII. APPENDICES
APPENDIX A

THE TEN MOST COMMON "BAD HABITS" OF INEFFECTIVE TIME MANAGEMENT

1. WORKING WITHOUT A DAILY PLAN.

2. WORKING ON LOW PRIORITY ITEMS WHILE HIGH PRIORITY ITEMS ARE DEFERRED.

3. TRYING TO DO "EVERYTHING."
   (Non-delegation -- aversion to asking for help).

4. UNCONSCIOUSLY TRYING TO DO EVERYTHING EQUALLY WELL.
   No discrimination (Perfectionism).

5. NOT DISTINGUISHING BETWEEN URGENT AND IMPORTANT.

6. INTERRUPTIONS -- (FAILURE TO CONTROL).
   A. Telephone interruptions
   B. Drop-in visitors
   C. Self-originated
   D. Social Media

7. DOING WORK MORE APPROPRIATE TO ANOTHER CO-WORKER.

8. GREAT DIFFICULTY IN, OR FEAR OF, SAYING "NO."

9. PERSONAL INEFFICIENCY
   A. Habits
   B. Not using "tools"
   C. Not thinking ahead

10. WORKING WITHOUT A LONG-RANGE PLAN.
APPENDIX B

Important Phone Numbers

WSU (Rochester) ................................................................. 1-800-366-5418
WSU (Winona) ................................................................. 1-800-342-5978

Bookstore (Rochester) .................................................. 507/285-7202
WSU Tech Support ......................................................... 800/657-3870
507/457-5240

Financial Aid (Winona) ............................................... 507/457-5090
Graduate Studies (Winona) ........................................... 507/457-5038

Department of Graduate Nursing Office (Rochester) .... 507/535-2580
Department of Graduate Nursing Office – Fax (Rochester) .... 507/535-2578

Krueger Library (Winona) ............................................... 507/457-5140
Lost and Found (Rochester) ........................................... 507/280-3175

Nursing Lab (Rochester) ............................................... 507/285-7252
Registrar’s Office/Warrior Hub (Winona) ...................... 507/457-2800

Security (Rochester) ...................................................... 507/280-5050
507/285-7262 (Radio)

Security (Winona) .......................................................... 507/457-5555

Student Campus Services (Rochester) ............................ 507/285-7100

Registration questions – contact the WSU-Rochester Student Support Office at (507) 285-7100.
APPENDIX C – Department of Graduate Nursing Faculty

The current list of Department of Graduate Nursing faculty, including contact information, is located here: https://www.winona.edu/graduatennursing/faculty.asp
APPENDIX D

SOME LATINISMS

cf. confer, compare
e.g. exempli gratia, for example
et al. et alii, and others
etc. et cetera, and so forth
et seq. et sequentes, and the following
ibid. ibidem, in the same place
id. idem, the same
i.e. id est, that is
inf. infra, below
loc. cit. loco citato, in the place cited
op. cit. opere citato, in the work cited
pass. passim, throughout
q.v. quod vide, which see
sup. supra, above
viz. videlicet, namely

WORD CONFUSIONS

affect/effect disinterested/uninterested
doubtful/dubious
due to/because of
e.g./i.e.
eminent/imminent
especial/special
farther/further
fortunate/fortuitous
historic/historical
imply/infer
liable/likely
majority/plurality
oral/verbal
practicable/practical
principle/principal
if it were/if it was
dedreet/discrete
APPENDIX E

REDUNDANCIES

adequate enough
general public
advance planning
in order to
all-time record
in the immediate vicinity of
and also
in view of the fact that
any and all
might perhaps
basic fundamentals
more preferable
but however
new innovation
but nevertheless
outside of
cause is due to
past experience
close proximity
past record
collaborate together
period of time
consensus of opinion
possibly may
continue on
question as to whether
cooperate together
reason why
close proximity
repeat again
collaborate together
revert back
currently living
serious crisis
during the course of
still continues
each and every
still persists
false illusion
sufficient number of
few (fewer) in number
the reason is because
first of all
on
from whence
unless and until
future plans
the
general consensus
(A triple redundancy (from Sacramento State University): "A new change is to be initiated for the first time this fall.")

BARBARISMS

and / or (?)
for you to (after a verb)
as to whether
hadn't ought
being as
hopefully (dangling)
being as how
irregardless
being that
kind of
be sure and
like for instance
could of
seeing as how
different than
sort of
APPENDIX F

TIPS ON WRITING EFFECTIVELY

WRITING

A semi-colon = a longer stop than a comma; separates a sentence into 2 parts that relate to each other.

Colon brings to a dead stop.

Use semi-colons after a colon when you have a longer phrase, use commas with single items.

With 6-8 things after a colon, list with numbers and no punctuation; numbers in a paragraph clutter it up.

Hyphens = very few terms are hyphens today. (Well, no longer hyphenated). Check these in a dictionary.

Dash = good word = a bridge, keep to a minimum, minimal emphasis.

Should not use the slash, do not use and/or

Nursing is 95% women, so using she is correct

Parenthesis = (separate a thought out that belongs to a sentence) not preceded by punctuation, may be followed by a comma.

Brackets = [sic] way the person wrote or spoke it, that I'm quoting after 10 sentences put in name to remind someone who is being quoted.

Number 1-9 write out, from 10 on use numbers unless starting a sentence.

Apostrophe indicates verb to be.

Exclamation point - reserve! It’s used too often.

i.e., in essence or that is preceded and followed by a comma.

e.g., example, examples are given; not inclusive list

Always, none, and never: indicate omnipotence
QUALIFIERS

Dangling participles -- I saw lots of deer driving over.

Unique -- one of a kind in the whole world.

Hopefully = hopelessly beaten to death.

Lay or place on the table -- but Alice lies on the couch. (laying eggs, lying down).

Within means = in a circumscribed area or piece of time.

Bernstein: atomic fly swatters -- fantastic, superb, earthshaking, very.

Effect = something has been done: But I was affected by it.

That which -- go on a which hunt, if the word which is going to be used, precede it by a comma.

On -- (seldom up on).

Etc. (etcetera) = no-never and so forth, and so on.

Avoid using ly on numbers.

Punctuation goes inside quotes unless it is a semicolon.

Quoting within a quote, use single quote marks.

References -- direct quote from a book (according to Wolfe--)

reference follows 1st period. (1st sentence).

Publishers have a guide, review that journal, look at their style.

Dots . . . . leaving something out . . . 3 dots.

Three dots and period at end. No difference in space . . . at beginning.

m/s underlined translated to italics,

underline foreign terms = don't use

slang used by everyone doesn't need to be in quotes.

Footnote - Smith, Marjorie J. Working with Students. Philadelphia, J.P. Lippincott, 8th ed. page X.

Abbreviation for a text - or American Nurses Association (ANA).

Abbreviation SGOT (write out first time and after 4-5 paragraphs)

Ex. has been put under pressure.
MAKING YOURSELF WRITE

Gather all the facts; who, what, where, when, why, how.
Put all those down in facts.

Read and interview: get facts, contact people who are involved
(points on sitting down and doing it)

Sort out ideas--put them in order.

Forget grammar, spelling, etc. Insert anecdotes, illustrations when appropriate. Anecdotes relieve
the reader, relate it to real life, unless formal--throw a few in.

DO A FORMAL OUTLINE

Need to decide where to start, sometimes that changes.

Two things grab the reader:
1. TITLE
2. LEAD PARAGRAPH

START WRITING

Select a time of day, every day, write for a minimum of one hour the word MUST is a NO, NO --
USE SHOULD WRITE

Rewrite, cut, and paste. Put it away for a few days to a week, and then get it out for content,
interest to someone who can be objective.

Use plain, ordinary bond paper, 20#

Jargon = crisis intervention, do something about mess, impacting.

Utilize (made to work for you, not for use) - use
Behavioral objectives -- what you are expected to do
Cognitive objectives -- why you are doing it

Concept model -- picture of idea

Ombudsman -- patient's friend and advocate
Logistics -- systems model, diagram an idea systematically

Glamour words: clout
accountability = responsibility with feeling
confrontation
facilitator
Impact on, impacted on -- defies definition, sometimes title comes later?

Impulse book = 6 pages, 19 references, is there anything original

Reference reading should put you in the mood

**Style** -- read good authors: Mary Marg McNally - Humanist
  Morane Green-Columbia
  Tenn. Williams, F. Scott Fitzgerald

Doing beginning, middle, end: makes sense

**Conclusion** -- must make sense, reader needs to know he's finished.

**Copyright** - get permission
  Publisher owns copyright
  Sometimes write to author, though not legally necessary
  Law = 500
  Otherwise = 350
  When you write for permission, send exactly the quote you're using.
APPENDIX G

A QUICK COURSE IN TIME MANAGEMENT

1. Always be working with a "TO-DO" LIST.
2. Assign and work according to PRIORITIES.
3. PLAN EVERY DAY -- Before you get into action.
4. DELEGATE -- Whenever possible.
5. Try to work out "TIME BLOCKS."
6. Avoid or CONTROL INTERRUPTIONS.
7. Learn to say "NO" ("I can't").
8. Manage to get a "QUIET TIME" EVERY DAY.
9. Keep (and save) your DAILY RECORDS (Plans, to-do lists, etc.).
10. DIVIDE "BIG" TASKS -- Accomplish small segments.
11. Become aware of and FIGHT PERFECTIONISM.
12. Always look for the "EASY WAY."
13. ASK FOR HELP.
14. Increase TIME AWARENESS.
   A. Time increment thinking.
   B. Your time horizon.
   C. "Backward thinking" then/now.
15. AVOID CLUTTER.
16. Set up REMINDER SYSTEMS.
17. Have a PAPERWORK SYSTEM.
18. For PROCRASTINATION
   A. "Chaining" -- start LEADING tasks -- Ziegarnki effect.
   B. Don't wait for "right mood" or "inspiration."
   C. Set up self-imposed deadlines.
   D. Look for hidden "fear of failure."
19. Write down fleeting ideas on 3" x 5" cards or journal.
20. Have a personal goals plan.
### APPENDIX H

#### TRANSITIONAL WORDS, PHRASES, SENTENCES

<table>
<thead>
<tr>
<th>To Show Sequence:</th>
<th>To Show Time-Relationship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First, Second, Third</td>
<td>Next</td>
</tr>
<tr>
<td>Primarily</td>
<td>Later on</td>
</tr>
<tr>
<td>Logically</td>
<td>Then</td>
</tr>
<tr>
<td>Chronologically</td>
<td>Moments later</td>
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<tr>
<td></td>
<td>A year later</td>
</tr>
<tr>
<td></td>
<td>The next day</td>
</tr>
<tr>
<td></td>
<td>At present</td>
</tr>
<tr>
<td></td>
<td>Meanwhile</td>
</tr>
<tr>
<td></td>
<td>Earlier</td>
</tr>
<tr>
<td></td>
<td>At the same time</td>
</tr>
<tr>
<td>To Show Consequence:</td>
<td>To Make Additions:</td>
</tr>
<tr>
<td>Therefore</td>
<td>Moreover</td>
</tr>
<tr>
<td>Consequently</td>
<td>Furthermore</td>
</tr>
<tr>
<td>As a result</td>
<td>Also</td>
</tr>
<tr>
<td>For this reason</td>
<td>Besides</td>
</tr>
<tr>
<td>Accordingly</td>
<td>In addition</td>
</tr>
<tr>
<td></td>
<td>To Sum Up:</td>
</tr>
<tr>
<td></td>
<td>In conclusion</td>
</tr>
<tr>
<td></td>
<td>In sum</td>
</tr>
<tr>
<td></td>
<td>Finally</td>
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<tr>
<td></td>
<td>In other words</td>
</tr>
<tr>
<td></td>
<td>In short</td>
</tr>
<tr>
<td></td>
<td>To summarize</td>
</tr>
<tr>
<td>To Show Comparison:</td>
<td></td>
</tr>
<tr>
<td>In the same manner</td>
<td></td>
</tr>
<tr>
<td>Similarly</td>
<td></td>
</tr>
<tr>
<td>In the same way</td>
<td></td>
</tr>
<tr>
<td>By comparison</td>
<td></td>
</tr>
<tr>
<td>To Show Contrast:</td>
<td></td>
</tr>
<tr>
<td>By contrast</td>
<td></td>
</tr>
<tr>
<td>Yet</td>
<td></td>
</tr>
<tr>
<td>On the other hand</td>
<td></td>
</tr>
<tr>
<td>Instead</td>
<td></td>
</tr>
<tr>
<td>On the contrary</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>To Illustrate:</td>
<td>Transitional Sentence:</td>
</tr>
<tr>
<td>For example</td>
<td>Here is the reason we favor this procedure:</td>
</tr>
<tr>
<td>For instance</td>
<td></td>
</tr>
<tr>
<td>Take the case of</td>
<td></td>
</tr>
<tr>
<td>To illustrate</td>
<td></td>
</tr>
</tbody>
</table>

**Transitional Paragraph:**

We have been discussing methods of getting cohesiveness in our writing. Let us turn now to the methods and techniques used to tie together our sequences of thought.

(Reproduced from Editor's Manual of Editorial, Production and Publishing Procedures, American Journal of Nursing Company, with permission of the Author, Professor Julian Elfenbein.)
APPENDIX I

WRITER'S CHECKLIST

When you have a definite idea for your project, go over it with the following questions in mind:

1. What message are you trying to get across? Check your lead paragraph and if it doesn't tell the reader your main idea and purpose, rewrite it.

2. Is your material organized? Does it flow smoothly? Did you follow your outline? Are your points well developed? Have you used transitional phrases to help the reader along?

3. Have you kept your readers in mind? Will the majority be able to understand and appreciate your message? If you've described how to do something, can your reader do it?

4. Have you documented, footnoted, or referenced the material where necessary? If the project has been accepted for publication, have you gotten written permission(s) for direct quotes for more than 350 words, or tables, graphs, charts, and illustrations?

5. Have you checked your spelling, particularly of proper names?

6. Have you checked tenses, punctuation, and grammar? Have you conducted a careful "which" hunt?

7. Have you kept your language simple, and avoided clichés, jargon, "cuteness," and other pitfalls?

8. Does your manuscript lead to a logical conclusion and not leave the reader hanging?

9. Have you made a copy for your own files?
APPENDIX J

APA (2020) and Grammar Checklist

This APA Checklist is created as a resource for understanding writing style, grammar, and punctuation according to APA style, used for all paper in the Department of Graduate Studies and for most nursing publications. “Excellence in writing is critical for success in many academic and professional pursuits” (American Psychological Association [APA], 2020, p. xvii). Writing is a process that does not happen the night before a paper is due. It is suggested you apply any of the strategies to improve your writing (pp. 125-127 in APA manual), as these are helpful points and part of the writing process.

Your faculty person reviewing your paper is not to be used as an editor. This checklist is will assist you to identify the common APA and writing errors. Faculty may request this checklist as a submission along with papers in various courses. Review elements pertinent to your paper and initial when completed.

All page numbers are from the Publication Manual of the American Psychological Association (APA, 2020).

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Review your completed document for the accuracy of the following items:</th>
<th>Student initials for each element:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Headings are at the appropriate level and formatted correctly (pp. 47-49)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Do not used “introduction” as a heading (p. 47)</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Preferred font is Times New Roman, size 12 (p. 44)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Pagination upper right corner (flush right) and in the same font as the narrative (p. 43-44)</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Margins are set appropriately (p. 45 – also see Thesis/SIP or DNP Guidelines)</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Paragraph aligned to left, indented, with right margin uneven; no extra spacing between paragraphs (p. 45)</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Insert one space following periods or other punctuation at end of sentences (p. 154)</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Commas used appropriately in a seriation (p. 155)</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Commas used appropriately (pp. 155, 156)</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Colon vs. semicolon used appropriately (pp. 156, 157)</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Short quotations have quotation marks and accurate page number(s)or other identifiers included in the citation (pp. 271-274)</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Block quotes (40+ words) are used and formatted appropriately (pp. 272–273)</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Sources are cited correctly within the text (Chapter 8, pp. 253-278)</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>The use of ‘et al.’ is used appropriately in citations (for three or more authors, the first time and thereafter) (p. 266)</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Citations within parentheses are in alphabetical order (p. 263)</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Use of the word “and” in the narrative and the “&amp;” sign within citations in parenthesis and on the reference list (p. 266)</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Writing clarity and conciseness (pp. 113 – 115)</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>‘that’ vs. ‘which’ used appropriately (p. 122)</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>“who” vs “that” used appropriately (pp. 121, 122)</td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Pages formatted correctly (e.g., page ordering, header, line spacing, etc.) (pp. 43-46)</td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>Use of (a), (b), (c) in seriations within paragraph - NOT 1, 2, 3- unless separate paragraphs (p. 159).</td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>Numbers used correctly as words - when to use numerals vs words (generally, under 10 write out) (pp. 178-179)</td>
<td></td>
</tr>
<tr>
<td>Item No.</td>
<td>Review your completed document for the accuracy of the following items:</td>
<td>Student initials for each element:</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------------------------------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>23.</td>
<td>When using abbreviations, write the words out fully the first time with the abbreviation in parenthesis (p. 173)</td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>Reviewed reference list basics; reference list is formatted correctly and accurately for each source (pp. 283-307 with examples pp. 313-352)</td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td>Punctuation within entries in reference list (pp. 284, 285)</td>
<td></td>
</tr>
<tr>
<td>26.</td>
<td>Use of DOLs and URLs is appropriate (pp. 298-301)</td>
<td></td>
</tr>
<tr>
<td>27.</td>
<td>Active voice is used throughout (p.118)</td>
<td></td>
</tr>
<tr>
<td>28.</td>
<td>Avoid wordiness and redundancy (pp. 114-115)</td>
<td></td>
</tr>
<tr>
<td>29.</td>
<td>Proper use of pronouns and gender conforming pronouns (first person, third person and use of “they”) throughout (pp.120-121)</td>
<td></td>
</tr>
<tr>
<td>30.</td>
<td>Parallel construction (pp. 124-125)</td>
<td></td>
</tr>
<tr>
<td>31.</td>
<td>Subject/verb agreement (singular and plural) (pp. 119-120)</td>
<td></td>
</tr>
<tr>
<td>32.</td>
<td>Bias-free language (pp. 131-148)</td>
<td></td>
</tr>
<tr>
<td>33.</td>
<td>Transition sentences used between thoughts and paragraphs (p. 112)</td>
<td></td>
</tr>
<tr>
<td>34.</td>
<td>Statistical presentations and formatting is correct (e.g., $r$, $p$, $f$ are in italics) (pp. 181-188 and Table 6.5 on pp. 183-186)</td>
<td></td>
</tr>
<tr>
<td>35.</td>
<td>Correct statistical symbols for total sample ($N$) vs sub-samples ($n$) (p. 187)</td>
<td></td>
</tr>
<tr>
<td>36.</td>
<td>Space before and after symbols (i.e. $=$, $&lt;$, $&gt;$, $\geq$, $\leq$, $+$) as you would space words (pp. 187-188)</td>
<td></td>
</tr>
<tr>
<td>37.</td>
<td>Appropriate formatting of tables (pp. 199-205; table checklist on p. 207; table samples on pp. 210-224) and figures (pp. 225-229; figure checklist on p. 232; sample figures pp.234-250). Use “Repeat Header Rows” function in Word for tables longer than 1 page.</td>
<td></td>
</tr>
<tr>
<td>38.</td>
<td>Accurate correspondence between the citations and the reference list (p. 257)</td>
<td></td>
</tr>
<tr>
<td>39.</td>
<td>All faculty comments/edits were addressed (if you have chosen not to follow a suggestion, you have written a note to the faculty explaining your rationale as to why you did not follow the suggestion).</td>
<td></td>
</tr>
<tr>
<td>40.</td>
<td>Have considered using the WSU Writing Center, Tutor.com, or other resources for writing assistance.</td>
<td></td>
</tr>
</tbody>
</table>

Reference


Aug. 24, 2020 version (Forsyth)
APPENDIX K
Inclusive Excellence
(http://www.winona.edu/diversity/estatement.asp)

Commitment to Inclusive Excellence: WSU recognizes that our individual differences can deepen our understanding of one another and the world around us, rather than divide us. In this class, people of all ethnicities, genders and gender identities, religions, ages, sexual orientations, disabilities, socioeconomic backgrounds, regions, and nationalities are strongly encouraged to share their rich array of perspectives and experiences. If you feel your differences may in some way isolate you from WSU’s community or if you have a need for any specific accommodations, please speak with the instructor early in the semester about your concerns and what we can do together to help you become an active and engaged member of our class and community.

If you or a friend has been a victim of sexual assault, dating violence, domestic violence, or stalking, you can talk to a trained, confidential advocate by calling 507-457-5610. See the Sexual Violence page for more information about your rights and resources.

Campus Resources

- WSU-Rochester Student & Campus Services, Room SS128, 285-7100, Email: wsurochester@winona.edu (www.winona.edu/rochester/)
- WSU Inclusion and Diversity Office, Kryzsko Commons Room 122, Winona Campus, 507-457-5595 (http://www.winona.edu/inclusion-diversity/)
- WSU Access Services, Maxwell 314, 457-5878 (http://www.winona.edu/accessservices/)
- RCTC Counseling Center, Rochester, Room SS 133, 285-7260. https://www.rctc.edu/services/counseling-career-center/
- The Writing Center (www.winona.edu/english/writingcenter.asp).
- GLBTA Advocate, contact Counseling and Wellness Services in the Integrated Wellness Center on Winona’s campus (507-457-5330) for the name and number of the current Advocate
- Advising Services, Maxwell 314, 507-457-5878 (www.winona.edu/advising/)

Details about Campus Resources

- Two good places to help you find resources of all kinds are the WSU-Rochester Student & Campus Services Office and the WSU Inclusion and Diversity Office. Both offices are dedicated to helping students of all races, ethnicities, economic backgrounds, nationalities, and sexual orientations. They can facilitate tutoring and point you to a wide range of resources. The WSU-R Student & Campus Services Office is located in Room SS128 on the Rochester campus and can be reached at 507-285-7100. The WSU Inclusion and Diversity Office is in Kryzsko Commons Rm 122 (507-457-5595).
- If you have a disability, WSU Access Services can document it for your professors and facilitate accommodation. Their office is on the Winona campus in Maxwell Hall and they can be reached at 507-457-5878. If you have a documented disability that requires accommodation, please let me know as soon as possible. If you suspect you may have a disability, you are encouraged to contact the Access Services as soon as possible.
- College can be very stressful. Counselors are available at WSU-Rochester. Please see the section titled “Counseling Services” or contact WSU-R Student and Campus Services at 507-285-7100 for more information.
- For help with writing and the development of papers, contact the Writing Center located on the WSU-Winona campus (www.winona.edu/english/writingcenter.asp).
- The GLBTA Advocate is responsible for documenting homophobic and transphobic incidents on campus and working with the appropriate channels to get these incidents resolved. In addition, the advocate can direct people to GLBT resources on and off campus.
APPENDIX L

Advising Tips for Students

- Schedule a meeting and get to know your advisor(s).
- Bring your Graduate Catalog and other helpful materials to your appointment.
- Email is the most effective way to set up an appointment or communicate with your advisor. Please allow at least 48 hours during the business week for your advisor to respond to your message. Please take into consideration holidays and breaks when contacting your advisor.
- Have questions ready for your advisor.
- Turn off your cell phone before entering the advising appointment.
- Talk with your advisor regarding your individual Program Plan/Contract. [https://w3.winona.edu/gs/Student](https://w3.winona.edu/gs/Student) (Google Chrome works best, enter your StarID, followed by your password)
- Course delivery methods may change from semester to semester. When developing your Program Plan, keep in mind the delivery method of the courses (e.g., face-to-face, hybrid, on-line, etc.). (See Course Delivery Methods Table [Appendix M] for guidance.)
- Talk with your advisor regarding planning your clinical courses (e.g., possible clinical site(s), potential preceptor(s), timing, etc.).
- Follow-up on any suggestions your advisor may make.
- Use and become familiar with your WSU Graduate Student Handbook and Graduate Catalog.
- Talk with your advisor regarding planning for how much study time is needed for each course.
- Assignment deadlines in graduate courses may conflict. If this is the case and you find it to be problematic, you may need to negotiate deadlines with the course faculty.
- Keep your advisor apprised when there is a change in your academic status (e.g., extended illness, difficulty in a course, etc.).
APPENDIX M

The Department of Graduate Nursing Course Delivery Methods and Class Schedule can be found here:
https://www.winona.edu/graduatenursing/calendars.asp
APPENDIX N

Complaint Policy for the Winona State University Department of Nursing
Nursing Faculty Organization (approved 10.07.11)

Introduction:

The Department of Nursing strives to provide an environment of mutual respect, cooperation, fair treatment, stewardship of resources, integrity, and quality education and services. Even with this commitment, problems and concerns sometimes occur. Resources and procedures are available to students and other parties for appealing decisions or policies, addressing concerns, resolving grievances and complaints, and dealing with retaliation.

Students, faculty, staff or other constituents who have a concern are expected to follow established policies and procedures for a concern or complaint which are listed as follows in 1. Current Policies and 2. General Complaint Resolution Process. When these processes are exhausted and the person believes he/she has been unfairly treated by or have concerns about Department of Nursing students, faculty, staff, administration, or the department as a whole, the person may file a Formal Complaint. The definition and process are listed as follows in 3. Formal Complaints.

1. Current Policies:

Concerns that are violations of Minnesota State Colleges and Universities (MnSCU) or Winona State University (WSU) policies are addressed through existing MnSCU and WSU policies and procedures, including but not limited to:

- MnSCU Board Policies 3.8 and 3.81 Student Complaints and Grievances and Procedures
  https://www.minnstate.edu/board/policy/308.html
  https://www.minnstate.edu/board/procedure/308p1.html

- WSU Student Grievance Procedure
  http://www.winona.edu/sld/studentgrievance.asp

- WSU Academic Integrity Policy
  http://www.winona.edu/sld/academicintegrity.asp

- WSU Suspension Appeal Process
  https://www.winona.edu/advising/academic-appeal.asp

- WSU Grade Appeal Policy - Academic Policies and University Requirements
  http://www.winona.edu/gradcatalog/policies.asp

- WSU Graduate Student Appeals Process - Graduate Catalog
  http://catalog.winona.edu/index.php

Master Agreement between the Minnesota State Colleges and Universities Board of Trustees and the Inter Faculty Organization Article 28 Grievance Procedure

“The IFO and the Employer agree that they will use their best efforts to encourage an informal and prompt settlement of any complaint …”

http://www.ifo.org/
2. General Complaint Resolution Process:

Concerns or complaints about the Department of Nursing are addressed in the following general process.

a. The Dean will recommend that the person filing the concern, grievance, or complaint discuss the matter directly with the party(ies) involved and seek resolution to the problem.

b. If the matter remains unresolved for the person filing the concern, grievance, or complaint, the Dean will work with the person filing such to continue the process for seeking a resolution to the problem. If the complaint is against the Dean, the Vice-President for Academic Affairs or designee will serve in this role.

c. If the matter still remains unresolved, the person filing the concern, grievance, or complaint will be referred to the applicable policies and procedures for Winona State University and Minnesota State Colleges and Universities.

3. Formal Complaints:

Formal complaints against the Department of Nursing are defined as grievances or complaints in writing to the Dean of the College of Nursing and Health Sciences after the other established policies and processes are exhausted and the person believes he/she has been unfairly treated by or has concerns about Department of Nursing students, faculty, staff, administration, or the department as a whole. Formal complaints must identify the person filing the complaint and his/her role or relationship with the Department of Nursing and include his/her contact information, his/her signature, the date, and as much detail as possible about the concern. The document must state that the individual is filing a formal complaint. Students, faculty, staff or other constituents can file a formal complaint. A copy of the formal complaint will be provided to named individuals if not provided by the person filing the complaint.

Documentation of action/resolution in response to the formal complaint will be according to WSU Student Data Privacy procedures and the Master Agreement between the Minnesota State Colleges and Universities Board of Trustees and the Inter Faculty Organization 2017-2019. A request to withdraw the formal complaint must be submitted in writing and filed with the original complaint if a print or electronic copy is being retained. The Dean of the College of Nursing and Health Sciences will maintain a summary of the number and type of formal complaints and share relevant information with the Department of Nursing chairperson, faculty, and staff who are charged with review of the issue(s) and with identifying quality improvement activities as appropriate.

Should a consideration be made to file a formal complaint about the program to an accrediting or approving body, the student or other party must follow the criteria established by the agency.

Student and Faculty Codes of Conduct:

In consideration of concerns or formal complaints, the established codes of conduct for faculty, students, and college administration will be used to guide decision making when resolving a formal complaint. The following codes of conduct apply.

MnSCU System Procedures 1C.0.1 Employee Code of Conduct
https://www.minnstate.edu/board/procedure/1c0p1.html

WSU Student Conduct Code
http://www.winona.edu/sld/studentconductcode.asp

In addition the Department of Nursing will use the American Nurses Association’s Code of Ethics for Nurses and the Code of Ethics: Part II Code of Academic and Clinical Conduct and Interpretive Statements from the National Student Nurses’ Association as a guide for determination of appropriate conduct of faculty, administration, and nursing students. The following codes of ethics apply.

https://www.nsna.org/nsna-code-of-ethics.html
APPENDIX O

Course Descriptions

Course descriptions are available in the Graduate Catalog:

https://catalog.winona.edu/content.php?catoid=25&navoid=2652
Just as you are required to have your nursing license, CPR, immunizations, HIPAA training, liability insurance form, background study etc.… all up to date and on file to work for your employer; as an education institution we are also required to have your records on file and current for regulatory bodies and our clinical partners. **Students cannot start/continue/participate in clinical/practicum if their records are not up to date and complete.** Required documents students need to upload into their student Typhon account includes one-time forms that should be submitted at the time you are accepted into a program, and others that are annual or need to be renewed BEFORE the expiration date.

Students are encouraged to check their student Typhon account to ensure all their records are up to date on a regular basis. A good practice idea is to put Outlook calendar reminders to complete any expiring items and update the student Typhon account accordingly.

Below is a checklist noting all the clinical record requirements. The forms referenced in the table can be found under the tab “Current Student Clinical Forms” at [https://www.winona.edu/graduatenursing/forms.asp](https://www.winona.edu/graduatenursing/forms.asp)

If you have any questions, please contact the Graduate Nursing Office Assistant Patti Gangl at Patti.Gangl@winona.edu or the Clinical Placement Coordinator Dr. Misun Bormann at mbormann@winona.edu

### CLINICAL RECORDS CHECKLIST

<table>
<thead>
<tr>
<th>Check Box When Done</th>
<th>One Time Forms and Records</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>One Time Forms and Records</strong></td>
<td>Should be on file at the time you are admitted, or as soon as your student Typhon account has been activated by the WSU Graduate Nursing Office.</td>
</tr>
<tr>
<td><strong>Health Info and Requirements Form</strong></td>
<td>– please ensure immunization records verifying the health requirements are submitted with this form.</td>
</tr>
<tr>
<td><strong>Copy of Immunization documentation that shows</strong></td>
<td>1) MMR, documentation of 2 vaccinations or positive immunity titers; 2) Varicella, documentation of 2 vaccinations or positive immunity titers; 3) Hepatitis B Vaccination 3 shot series; 4) Tdap within the last 10 years.</td>
</tr>
<tr>
<td><strong>HIPAA Form</strong></td>
<td>– evidence of your HIPAA privacy and confidentiality training for clinical sites.</td>
</tr>
<tr>
<td><strong>Background/Fingerprinting for MN</strong></td>
<td>– ALL students are required to have a MN background/fingerprinting completed! Once a student submits their application to MN Dept. of Human Services, the student will have 14 days to complete their fingerprinting and photo identification. If you do not complete the fingerprints and photo identification during the 14-day authorization, the student will be required by the State of MN to submit in another application and pay the fee again.</td>
</tr>
<tr>
<td><strong>Background Check for WI</strong></td>
<td>– Students scheduled for clinicals in WI will need a WI background study completed and on file. Students needing the WI background check will be notified by the Clinical Placement Coordinator. For those students, they will need to:</td>
</tr>
<tr>
<td><strong>Step 1:</strong></td>
<td>Student completes the BID (F-82064) application form. This form stays with the university and a copy should be sent to the clinical site the student would be at.</td>
</tr>
</tbody>
</table>
Instructions on how to fill out https://www.dhs.wisconsin.gov/forms/f8/f82064a.pdf


- **Step 2:** Student needs to go to WI Online Record System at https://recordcheck.doj.wi.gov/
  - Click on the tab “Public Access”
  - Click on “Submit and Request”
  - Window opens with security message. Check “I accept conditions…” and then “Submit”
    - Under “Background Search Types” – click the drop-down menu and choose “CAREGIVER” option. *(This is very important to do… do NOT choose the “General” one.)*
  - Follow the online prompts and fill in the data requested.
  - It will ask you to pay the $10 fee.
  - Click on “Submit”

- **Step 3:** After step 2 submission. Students will see “In processing” message pop up. After 5 minutes or so, students can refresh, and the results of the background study will show up as a PDF to print. Students should print a copy for their records and submit a copy to the University to file with their BID form from step 1.
  - Some students who have a more common name may not get their results so quickly and will instead have to wait a few days to find out their results.

**Other out of state background checks** will be needed if student will be doing clinicals in a state outside of MN. For those students, the Clinical Placement Coordinator will send out a notification with directions as needed.

**Functional Abilities Statement Form** – attestation to student’s ability to provide safe and effective patient care by the student and provider.

**Important Notices Form** – acknowledgement by student on being informed of important notices.

**Authorization to Use Likeness Form** – waiver/release form to use likeness, image, voice which may be used in publications for non-commercial educational, exhibition, promotional, advertising, and/or other purposes by the University and will not be sold to other entities and/or agencies.

**SIM Lab Procedures Waiver/Release Form** – waiver/release form related to any course simulation and/or laboratory experiences.

**Infection Control Guidelines During the COVID-19 Pandemic** – these Guidelines describe expectations to keep you safe on campus and in the simulation/skills laboratory/clinical setting.

<table>
<thead>
<tr>
<th>Check Box When Done</th>
<th>Annual Documents that need to be renewed BEFORE the expiration date. Tip – put Outlook calendar reminders to complete any expiring items and update the student Typhon.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Nursing License</strong> – Renew before expiration date (Remember out of state license may be required for students doing clinicals outside of MN.)</td>
</tr>
</tbody>
</table>
TB/Mantoux – ALL students are required to have on file a negative 2-step TST or a negative Blood Assay M. Tuberculosis (BAMT) in their medical history. (Two TSTs in less than 12 months can count as meeting this requirement.)

Annual negative TST or BAMT test needs to be renewed before expiration date. Students with positive test must have a negative chest x-ray test within the 12 months prior to the clinical visit, along with a negative annual symptom survey. Some clinical sites may require students to have a TB/Mantoux test on file within 30 days of clinicals as part of their onboarding. As a result, some students may find themselves completing a TB/Mantoux test before the annual one expires. For students who may need the chest x-ray and annual symptom survey, timing it to be completed within a month of your first day of clinicals would be advised. Students impacted by this will be notified by the Clinical Placement Coordinator.

Flu – Renew before Expiration Date annually or complete a Flu Declination Form

CPR – BLS for Healthcare Providers. Renew before Expiration Date. Students in the AGACNP Program are required to have the ACLS in addition to their BLS. (Please note the BLS training needs to be the one for Healthcare Providers, and not one for the general public.)

Proof of Health Insurance – Clinical sites may require evidence of students’ health insurance. Students are required to upload into their Student Typhon account, a front and back copy of their health insurance card.

Check Box When Done

Requirements that need to be completed and up to date BEFORE students can being their REGISTERED CLINICAL COURSE.

National Background Study – ALL students are required to have a National Background Study through Castlebranch completed each year they are in clinical course(s). The National Background Study is good for 12 months. The second National Background Study fee is significantly less as it is a recheck/renewal vs. a new study ($45.75 first time fee and $26.00 recheck/renewal fee). Please go to this link to complete the study - https://portal.castlebranch.com/WK89

Personal Professional Liability Insurance – All students must carry personal professional liability insurance for all their student clinical experiences while enrolled at WSU.

- Master of Science, Graduate Certificate and BSN-DNP, and Post-Masters students who are not advanced practice registered nurses (APRNs) are eligible for WSU Student Intern Malpractice Insurance. https://www.winona.edu/graduatенursing/forms.asp Send form to Patti.Gangl@winona.edu
- Post-Master’s DNP students and Graduate Certificate students who are APRNs are not eligible for the WSU Group Policy and must purchase their own malpractice insurance. Liability insurance of $2,000,000 each claim and $3,000,000 in aggregate is required by our clinical affiliates for enrollment in all clinical courses.

Revised 7/17/2020
APPENDIX Q

Winona State University
Department of Graduate Nursing

Policy Assurances Form

The Department of Graduate Nursing Student Handbook is reviewed with students during New Student Orientation. Following review of the Handbook, students sign the following document indicating they have read and understand the policies, and agree that it is their responsibility to abide by the policies outlined throughout their tenure in the program.

The Department of Graduate Nursing reserves the right to change information, requirements, and regulations published in this Handbook. It is not to be regarded as a contract. It is the students’ responsibility to keep up-to-date on current policies. The Department of Graduate Nursing Handbook, can be found on our website at: www.winona.edu/graduatenursing/handbook.asp.

*****************************************************************************

I have read and understand the policies outlined in the Winona State University Department of Graduate Nursing Student Handbook. I understand that it is my responsibility as a student in the program to become familiar with and abide by the policies outlined in the Student Handbook; to be cognizant of policy changes; and to obtain clarification about any policies that are unclear to me.

Signed: ___________________________ Date: ___________________________

Print: ___________________________ Date: ___________________________

(First and Last Name)