



Student Handbook

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Message from the Department Chair

On behalf of the faculty and staff of the College of Nursing and Health Sciences, I welcome you to the Department of Graduate Nursing. We are proud of the accomplishments of our faculty, staff, students, and alumni. We are pleased that you have chosen WSU as the place to continue your professional journey. You are joining a community of scholars, educators, and leaders who contribute to our reputation of excellence and innovation. We are committed to an inclusive, respectful environment with educational programs, that are rigorous and relevant to your future practice.

This handbook is your reference for program specific information in conjunction with the policies and procedures of WSU. If you have questions or need assistance, please reach out to us. WSU is rich with resources and tools to aid in your success.

We are excited for another year of learning! Best wishes for a wonderful educational experience.

Sincerely,

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This handbook has been prepared specifically 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 Catalog and Academic Calendar.

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

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I. INTRODUCTION

1. This handbook contains information to guide you as you progress through your program in 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 additional policies, course listings, degree programs, and specific resources. You should read it carefully and be familiar with the timelines.

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4. WSU Department of Graduate Nursing Faculty

See [Department of Graduate Nursing Faculty](#) for current list and contact information.

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 to 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 RNs 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 areas 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 \$600,00 over three years. Dr. Smith, Director of the Master's Program, was the project director. 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 La Crosse, 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

Inspiring and shaping innovative nurses, leaders, and scholars through academic rigor, inclusive excellence, and clinical expertise to engage in professional relationships that promote health across communities.

B. VISION

To lead the region in distinguished, dynamic 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
- Equity and 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 developing 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 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 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/essentials>

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 advanced practice scope and standards.

This link shows most of the Specialty ANA Scope and Standards (do not purchase, the link is for information; the Krueger Library has many of these): <https://www.nursingworld.org/continuing-education/ce-subcategories/scope-and-standards-of-practice/>

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.

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:

<http://nursingworld.org/FunctionalMenuCategories/AboutANA/WhoWeAre/AffiliatedOrg>

AGACNP = American Association of Colleges of Nursing [AACN]. (2012). Adult- Gerontology Acute Care Nurse Practitioner Competencies <https://www.aacnnursing.org/Faculty/Teaching-Resources/Curriculum-Guidelines>

AGCNS = NACNS. (2019). Statement on Clinical Nurse Specialist Practice and Education for CNS Core Competencies (only) and other content for education:

https://nursing.lsuhsu.edu/Docs/Quality/2019-NACNS_CNS%20Statement_FINAL.pdf AND

AACN. (2010). *Adult-Gerontology Clinical Nurse Specialist Competencies*

<https://www.aacnnursing.org/Faculty/Teaching-Resources/Curriculum-Guidelines>

FNP = National Organization of Nurse Practitioner Faculty [NONPF]. (2013).

<http://cdn.ymaws.com/www.nonpf.org/resource/resmgr/competencies/populationfocusnpcomps2013.pdf>

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

PMHNP = Population-focused Nurse Practitioner competencies (pp. 63-77).

https://www.pncb.org/sites/default/files/2017-02/Population_Focused_NP_Compencies.pdf

American Nurses Association (2014). *Scope and standards of practice: Psychiatric-mental health nursing* (2nd Ed.). Silver Spring, MD: author.

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>

American Organization for Nurse Leaders [AONL]. (2015). *The AONL Nurse Executive Competencies*

<https://www.aonl.org/nurse-executive-competencies>

Nursing Education = National League for Nursing. (2012). *Core Competencies of Nurse Educators*

Fisher, M.L. (2020). Teaching in nursing: The faculty role (See Box 1-1 National League for Nursing Nurse Educator Competencies). In D. M. Billings & J. A.

Halstead (Eds.), *Teaching in nursing: A guide for faculty* (46th Ed.). (pp. 10-12). Elsevier.

D. Description of the Programs

Master of Science (MS) students select from the programs of:

- Nurse Educator

- Nursing and Organizational Leadership

Master's Program Outcomes

- Translate evolving evidence-based nursing knowledge when planning, implementing, and evaluating person-centered care for individuals, families, aggregates, systems, and organizations (Domains¹ 1, 2, 3, 4, 7)
- Apply nursing theory; knowledge from other disciplines; research; ethics; diversity, equity, and inclusion into the delivery of person-centered care for population and health care systems (Domains¹ 1, 2, 3, 4, 7, 10)
- Cultivate professionalism, including person-centered, ethical, and accountable leadership, and innovation within an advanced nursing role (Domains¹ 2, 9)
- Partner with interprofessional teams to analyze complex practice and organizational issues and population health outcomes (Domains¹ 3, 6, 7, 10)
- Apply knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations (Domains¹ 1, 4, 5, 7, 8)

¹American Association of Colleges of Nursing. (2021). The essentials: Core competencies for professional nursing education. AACN.

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

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

DNP Program Outcomes:

- Apply evidence-based practice and person-centered care when planning, implementing, and evaluating health care for individuals, families, communities, populations, systems, and/or organizations (Domains¹ 2, 3, 7)
- Integrate theory, research, ethics, and information science from nursing and related disciplines into the design and delivery of individual, family, community, and/or population health care spanning the health care delivery continuum (Domains¹ 1, 4, 8)
- Lead interprofessional teams in the design, implementation and evaluation of quality and safety of healthcare for individuals, families, and populations (Domains¹ 1, 2, 3, 5, 6, 7)
- Utilize principles of leadership, professionalism, scholarship, quality, safety, informatics, and information technologies, and interprofessional team when leading professional nursing practice within an advanced nursing role (Domains¹ 5, 6, 8, 9)
- Demonstrate standards of professionalism and professional development of self and others consistent with advanced nursing role competencies (Domains¹ 9, 10)

¹American Association of Colleges of Nursing. (2021). The essentials: Core competencies for professional nursing education. AACN.

Post-Graduate Certificate (GC) students select from the programs of:

- Adult-Gerontology Clinical Nurse Specialist
- Nurse Educator
- Adult-Gerontology Acute Nurse Practitioner

- Psychiatric-Mental Health Nurse Practitioner
- Nursing Leadership: Nursing and Organizational Leadership
- Family Nurse Practitioner

Post-Graduate Certificate Program Outcomes (approved 10-25-21 Curriculum Committee; DGN 10-25-21; effective August 2022)

- Demonstrate proficiency in advanced nursing practice in an advanced nursing role and/or patient population focus with attention to diversity, cultural sensitivity, inclusivity, and socio/cultural/political/spiritual determinants of health and well-being (Domains¹ 1, 2, 3, 4, 6, 8, 9)
- Integrate scientific underpinnings for advanced nursing practice, clinical judgment, and advanced decision making into an advanced nursing role and/or patient population focus (Domains¹ 1, 2, 3, 4)
- Demonstrate role and population competencies as defined by professional standards and state practice acts to improve individual, family, population, and organizational outcomes (Domains¹ 1, 2, 3, 4, 5, 6, 7, 8, 9)
- Participate in evidence-based practice and practice innovation within interprofessional teams to improve the safety and quality of person0centered care for individuals, families, populations
- Perform in an advanced nursing role/population focus reflecting professional ethics, accountability, reflective practice, and emotional intelligence (Domains¹ 2, 9, 10)

¹American Association of Colleges of Nursing. (2021). The essentials: Core competencies for professional nursing education. AACN.

E. Curriculum Structure

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 judgement 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 health, 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 (GC) 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 practicum experience teaching in academic and health care settings. These practicum courses may be taken in one semester or over two semesters. All 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 Educator (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 the courses are offered using distance teaching strategies. GC graduates 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 a Master's degree in nursing and desire preparation and eligibility for certification as an Adult-Gerontology Clinical Nurse Specialist (AGCNS) 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 minimum of 1000 clinical/practicum hours are required for all graduates of a DNP program. This program provides 360 hours. The remaining 640 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 640 hours.*

Nursing and Organization Leadership (NOL)

This option provides nurses who already have a 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.

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 a Master's degree in nursing and desire DNP education in 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. 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 a Master's degree in nursing and desire preparation and eligibility for certification as a Family Nurse Practitioner (FNP) 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 360 hours. The remaining 640 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 640 hours.*

Adult-Gerontology Acute Care Nurse Practitioner (AGACNP)

This program provides nurses who already have a Master's degree in nursing and desire preparation and eligibility for certification as an Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) 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 360 hours. The remaining 640 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 640 hours.*

Psychiatric-Mental Health Nurse Practitioner (PMHNP)

This program provides nurses who already have a Master's degree in nursing and desire preparation and eligibility for certification as a Psychiatric-mental Health Nurse Practitioner (PMHNP) 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 360 hours. The remaining 640 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 640 hours.*

*Clinical/practicum hour ratio is 1 credit hour to 60 clinical/practice hours.

H. DESCRIPTION OF CURRICULUM

The description of curriculum by degree and program is available in the [Graduate Catalog](#).

I. Plans of Study

- a. **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](#)
- b. **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](#)
- c. **Graduate Certificate Plans of Study**
 - [Graduate Certificate - Adult-Gerontology Acute Care Nurse Practitioner](#)
 - [Graduate Certificate - Adult-Gerontology Clinical Nurse Specialist](#)
 - [Graduate Certificate - Family Nurse Practitioner](#)
 - [Graduate Certificate – Nurse Educator Certificate – Nurse Educator](#)
 - [Graduate Certificate - Nursing and Organizational Leadership](#)
 - [Graduate Certificate - Psychiatric-mental Health Nurse Practitioner](#)
- d. **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](#)
- e. **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](#)
- f. **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](#)
- g. **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](#)

h. Advanced Standing Doctor of Nursing Practice Plans of Study

- [Psychiatric-mental Health Nurse Practitioner – APRN](#)
- [Psychiatric-mental Health Nurse Practitioner – non APRN](#)

J. Course Descriptions

Course descriptions are available in the [Graduate Catalog](#).

K. Class Schedule

The Department of Graduate Nursing [Class Schedule](#) is available on the website.

- Please be sure to verify the course delivery method and synchronous or in-person class dates prior to registering. Courses are delivered in several ways depending on the focus of the course. Synchronous class sessions refer to times when all students (or a subgroup of students) meet at the same time. Asynchronous courses have online learning activities but there are no scheduled group meetings. In person, on campus attendance for course meetings may be expected and course faculty will determine if alternative methods of participation (joining remotely, watching recorded class, etc.) are permitted. Alternatives to in person instruction may not be provided and consequences for course grade may result if students do not attend scheduled in person class sessions.

General descriptions for the various methods of course delivery are:

- In Person: Instruction is primarily in person and requires in-class attendance.
- Completely Online, Asynchronous: 100% of instruction is online: No in person meetings; No synchronous proctored exams; No synchronous meetings.
- Completely Online, Synchronous 100% of instruction is online: No in person meetings; No in person proctored exams; Course has required synchronous online meetings or activities.
- Blended/Hybrid: 25-75% of instruction online with regularly scheduled in-person meetings. May have more than two in person meetings or more than four proctored exams required,
- Mostly Online: >75% of instruction is online with up to two possible in-person meetings.

V. POLICIES AND REQUIREMENTS

A. [Program Admission](#) information is available on the website.

1. Admission Deferral Policy

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 next academic year is **not automatically** granted. Applicants who have been removed from the admitted student list must reapply to the program to be considered for admission in the future. Readmission is not guaranteed. Students are encouraged to work with their academic advisors to determine if alternate plans of study are appropriate.

2. Change of Program/Degree Focus

When admitted to the Department of Graduate Nursing, students are admitted to a specific program. If the student wants to change programs (e.g., FNP to AGCNS) or degree (MS to DNP or DNP to MS in the same program), they should first consult their academic advisor and the Program Coordinator for the desired program. Applications for change in degree or change in program follow the same timelines and deadlines for application to the program.

- a. **Change in Program** requires a new application and acceptance for admission to the new program by graduate nursing faculty. Students submitting a new application are considered along with the pool of all applicants to the new program. Enrollment as a current student does not guarantee or improve chances of being admitted to the desired program.
- b. **Change in Degree** requires a modified application that includes submission of a letter to graduate nursing faculty and submission of a professional resume and revised goal statement and if change is to a DNP program, a clinical practice question. These documents are submitted via Nursing CAS.

B. Academic Advising

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.

FUNCTIONS OF THE ACADEMIC ADVISOR INCLUDE:

1. Long range planning for the program of study
2. Short range planning, independent study, defining clinical and academic needs, transfer of credit, and electives planning.
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.

Academic advisors are assigned based on a number of factors including specialty focus of the advisor and advisee, accreditation and other regulatory requirements, faculty workload, and student need. Changes of academic advisor are rare. Requests for change in academic advisor are made to the Chair, Department of Graduate Nursing in writing and include rationale and desired advisor. Requests for change in academic advisor may be granted if there are adequate and willing faculty to advise the student.

2. Program Plan/Degree Audit

The plan of study for each program outlines the courses and course sequence students should follow. A program plan will be developed by the academic advisor and the student. UAchieve is the system used to document the student's plan and track progress toward completion. 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 the Program Plan in UAchieve. 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. It is highly encouraged that students follow the plan developed with their academic advisor.

The Program Plan 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.

3. Change in enrollment:

Students who wish to change their enrollment (change clinical year, decrease credit load, take a leave, etc.) MUST work with their academic advisor to determine the feasibility and impact of a change.

DGN faculty fully support students making changes that best support their needs, however, changes in enrollment may have consequences such as lack of capacity for the new/desired clinical year, limited course availability, or need to reapply to the program. Students should discuss their options and potential consequences with their academic advisor as soon as possible so that informed decisions can be made.

If a student withdraws either from a class or from the University, they are required to contact the Warrior Hub or WSU-Rochester to complete the appropriate forms.

Any drop/add changes in the Program Plan must be endorsed by your Academic Advisor. If a course is dropped or added, students must update their Program Plan. The Program Plan must match your WSU graduate transcript for degree conferral.

WSU students who have not attended the University for one semester or more (summer excluded) are classified as "returning" students. A returning student must speak with their advisor and complete a [Re-Enrollment Request form](#) with the Registrar's Office the semester **before** planning to return. Students who do not take courses in a one-year time frame are considered inactive and may be required to reapply to the program.

4. Grades

1. Grading Scale

- a. 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.
- b. All courses using an A-F grading scheme in the Department of Graduate Nursing as the following Grading Scale:
- c. 92-100 = A; 83-91 = B; 74-82 = C; 65-73 = D; < = F

Decisions on rounding of points are made by course faculty.

2. Assignment Grades

- a. Students who have concerns about a grade on a specific assignment should work with the course faculty who assigned the grade to understand the rationale for the grade and ways to improve.
- b. Students may request evaluation or re-grading of assignments from course faculty. Such requests are considered by the course faculty but are not required or guaranteed accommodations.

3. Minimum Grade, Repeat Course, Dismissal: No course will be counted toward the degree if the grade is below C. Progression to subsequent courses for which that course is a prerequisite is not allowed until the course is repeated and completed with a minimum grade of C.

- a. Students who receive a D or F in a course may repeat the course once.
- b. Only one course can be repeated during the academic program.
- c. 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.

4. In Progress Grades:

- a. 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.

All IP grades must be removed within one calendar year from the end of the semester in which an incomplete is incurred, or the course grade becomes an F. All IP grades for course work must be removed before a graduate degree is granted.

Extenuating circumstances do not include planned events such as weddings, uncomplicated childbirth, travel/vacations, and other avoidable events and do not merit a grade of IP.

In rare cases, unexpected circumstances in the clinical environment (e.g. unavailability of preceptor, delay in project approvals, or other unforeseen

circumstances) a grade of IP may be negotiated between the student and course faculty on an individual basis. If the grade of IP is related to clinical site, the student and faculty must develop a written plan for meeting the course requirements by the end of the following semester. The student may register for subsequent courses with faculty permission and must complete the requirements for all courses within the semester.

The student may not progress to a subsequent clinical or didactic course in which the course with a grade of IP is a prerequisite until a satisfactory grade is recorded.

- b. Completion of IP Courses: Students are expected to negotiate a written plan/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 one calendar year from the end 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.

Grade Appeal Policy

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.

5. Registration

Students are expected to register each fall and spring semester unless an [Academic Leave Form](#) 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 [Drop, Withdraw & Change Grade Method](#) 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 Calendars](#) for deadlines on dropping courses with refund.

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

1. 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 or extenuating circumstances, a student may submit a petition to the School of Graduate Studies requesting an extension of the time limitation.
2. Six credits or more per semester is considered full-time graduate study for financial aid purposes. No graduate student is permitted to enroll for more than 12 credits per academic semester or during summer session without permission 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 requires advisor and department approval before submitting to the School of Graduate Studies for approval.

7. Independent Study

Independent Study (NURS 685 Individual Study in Nursing) may be included in a student's plan of study. Permission from the faculty who will be working with the student is required for registration in an independent study course. The student will develop a contract that includes learning objectives, plan for accomplishing learning objectives, and criteria for the project's evaluation that is approved by the supervising faculty. Independent Study may be repeated for no more than twelve (12) credit hours. See the Graduate Catalog for the policy on arranged classes.

8. Audited Courses

The [Audited Courses](#) procedure permits a student to attend classes but not receive credit. Courses pursued on an audit basis must be declared and processed prior to registration. Regular tuition charges apply. Students may not use audit credits to satisfy graduation, certification, or licensure requirements.

9. 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. 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.

Portfolio Policy: The Portfolio policy and procedure applies to all MS and DNP nursing courses listed for the degree. 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.

1. Graduate students desiring credit by portfolio are responsible for contacting their academic advisor who will assist the student in determining the feasibility and appropriateness of the portfolio option for the specific course. If appropriate, the faculty advisor will work with the student and the corresponding course faculty to establish the plan for the portfolio and evaluation timeline.
2. Students prepare and submit the portfolio materials the semester before the course is taken.
3. The portfolio is a comprehensive document that clearly shows how the course objectives/critical learning experiences and student learning outcomes have been achieved through prior education and/or work experiences. The portfolio must include:
 - A persuasive personal statement and an explanation of the written documents and evidence submitted for portfolio review.
 - A statement about how education and/or prior work experiences contribute to their professional development.
 - A statement explaining how prior learning and experience support achievement of learning outcomes for the course for which portfolio credit is being sought.
 - A current resume' or curriculum vita.

Examples of additional evidence that may be included to provide evidence of meeting course learning outcomes include, but are 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.

4. 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.

10. Portfolio Option for Practicum Courses for NOL Program

(Graduate Nursing Committee Approval 3/30/15)

The portfolio option is available for the 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.

11. 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 [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 is waived. This may result in a need to enroll in elective courses.

12. Transfer of DNP Graduate Course Electives

Students wishing to receive transfer credit for elective courses requires approval of the academic advisor, who may obtain additional input regarding approval. Appropriateness of electives taken outside the WSU Department of Graduate Nursing will be based on:

- Relevance to DNP Essentials
- Contribution to the student's graduate nursing knowledge and experience

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

- Accreditation status of the Institution (name of accrediting body and date/currency of accreditation).
- Number of credits requested.
- Course outline including student learning outcomes, syllabus/course overview and assignments, if possible.
- How the course relates to DNP Essentials
- 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.*

13. 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:
 - "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
 - "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:
 - The student and Chair (or other graduate faculty) completes the online Independent Study/Arranged Course Form and submits for online approval.
 - Planning for the focus of the NURS 685 is done between the student and the Chair (or other graduate faculty member).
 - 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:
 - 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 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.

C. Clinical Requirements

1. Clinical Placement Requirements

Students are notified of clinical documentation requirements on admission and prior to beginning their first clinical course. To ensure WSU's Department of Graduate Nursing is in compliance with regulating bodies and clinical partners, students are required to have all required documents on file and up to date in their student Typhon account. Decisions about acceptance for clinical placement are made by the clinical agency, not by WSU or the Department of Graduate Nursing. (Please refer to Appendix C for more detailed information on these requirements.)

Students who are not in compliance may be denied clinical placement or have clinical delayed. It is the students' responsibility to work with Department of Graduate Nursing Clinical Placement Coordinator, Office and Administrative Assistant and faculty to ensure that documents, including waivers or declinations, are recorded appropriately. Not all clinical sites will accept declinations –it is the student's responsibility to determine if a planned clinical site will accept a declination. Questions or concerns can be directed to the Clinical Placement Coordinator or the Graduate Nursing Office.

Students with clinical placements at their place of employment must follow the requirements for students at that site. The requirements for students may differ from what is required or allowed for employees. 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 may not be approved for clinical experiences at a clinical site.

The Department of Graduate Nursing does not guarantee an alternative clinical placement if a student is unwilling to comply with any of the required clinical documentation (background checks, immunizations, licensure, training, or other requirements). If no alternative clinical placement is available, you may be terminated from your academic program.

a. Background Checks: Background Studies Policies and Procedures

Many of the clinical facilities where Winona State University students complete their clinical experiences require qualification to provide care based on review of criminal background. Based on the requirements of these facilities, as well as state and federal regulations, **all students** accepted for admission must 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 these clinical

facilities for clinical experiences Results of Background Studies initiated by educational programs may be released to the health care facilities where students are assigned.

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 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.

Specific details about the requirements for the Minnesota State law are available from the Minnesota Department of Human Services Division of Licensing, Background Study Unit 444 Lafayette Road St. Paul, MN 55155-3842.

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. Any student that will be assigned to clinical facilities and clinical experiences in Wisconsin must complete the Wisconsin State Background Study. Results of the Background Studies and BID form may be released to the health care facilities where students are assigned.

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.

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.

Wisconsin Caregiver Program's offenses affecting caregiver eligibility is found at <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>

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 meet 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

Many health care facilities require National Criminal Background Studies for all persons who will be in direct contact with patients and residents. Students who will be in direct contact with patients and residents must be qualified for care by the National Criminal Background Study.

If the results of the National Background Study indicate that the student may cause risk to 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. A national criminal background study is 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 identification 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.

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.

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 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.

b. Immunizations

Proof of current immunizations is required by clinical agencies. All students born in 1957 or later must follow 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/> and selecting the “Student Immunization Requirement” form.” Please see Appendix C for more information.

Students must comply with vaccine requirements of the clinical site. Please refer to Appendix C for the complete list of required immunization records.

Some facilities also impose 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. A clinical site may refuse to allow

you to participate in clinical activity based on data you provide. Health information you provide will be disclosed, as needed, to the Dean, College of Nursing and Health Sciences, or designee, and, to any clinical site where you are placed as a student that requests such information. You are not legally required to provide this information to the College/University. However, refusal to provide the information requested could mean that a clinical site refuses to accept you at its facility.

c. Bloodborne Pathogens

The Winona State University College of Nursing and Health Sciences recognizes that all students, faculty, staff, and lab personnel have the potential to be exposed to bloodborne pathogens or other potentially infectious materials (OPIM) in laboratory and/or clinical settings.

Department of Graduate Nursing students must 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)

The Department of 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 use Typhon to document their clinical experiences, complete evaluations, and can build a portfolio to use when job hunting after graduation. All required clinical documents must be uploaded into Typhon. Students can access their account at www.typhongroup.net.

NP students use the NPST Typhon System.

AGCNS, NE, NOL and PLI students use the NSST Typhon System.

Students are responsible for the cost of registering for the Typhon Student Tracking System. Students are required to have a Student Typhon account at the time they are admitted into the Graduate Nursing Program.

If a student switches programs of study which entails switching from the NPST Typhon system to the NSST Typhon system, this change must be made 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

Students must have CPR certification (healthcare professional) and carry liability and health insurance while you are enrolled in clinical classes. Documentation must be submitted prior to enrolling in a clinical course.

Professional Liability Insurance

Professional 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 students in Masters, BSN-DNP, and Graduate Certificate programs who are not APRNs (NE, NOL, and PLI) can be purchased individually or through the University. More information is available from the Office and Administrative Assistant of the Department of Graduate Nursing and in Appendix C.

Licensure

States regulate licensure requirements for graduate nursing students. A student who has clinical experiences in Minnesota need only have an unencumbered RN license from any state. In contrast, a student who has clinical experiences in Wisconsin must obtain a Wisconsin RN license if they will be having > 72 hours of clinical time in Wisconsin.

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 clinical courses.

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

Minnesota: <http://mn.gov/boards/nursing/licensure/licensure/who-needs-mn>- Refer to the section on Exceptions.

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

2. Clinical / Practicum Courses

- a. **Clinical courses** include both role specific and core courses (i.e., Health assessment, Health Promotion, DNP Scholarly Project). Regardless of role vs other clinical, all clinical documentation must be completed, and any agency specific onboarding completed before the student can engage in clinical work.
- b. **Clinical placement** is a collaboration between the student, course coordinator, and clinical program coordinator.

The clinical placement process is highly competitive, and each clinical agency has its own policies and procedures for placing students.

- 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.
- We strive to place students within reasonable distance of their residence for clinical learning. A reasonable distance is considered two (2) hours' drive in typical conditions. However, there are times that this is not possible including, but not limited to, lack of available sites that meet the course requirements, lack of qualified or available preceptors, or site not accepting students.
- WSU has collaborations with many clinical partners that afford students the opportunity to engage in clinical activities within a specific site. These opportunities are often limited to employees of the organization.
- Students are not guaranteed clinical placement at their place of employment.
 - Mayo Clinic and other clinical sites may require a separate application in addition to the WSU Department of Graduate Nursing application and an interview before acceptance into the program.
 - Students who are not accepted into a specific clinical site or program may be assigned clinical sites at another organization.

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 complete any site-specific requirements in a timely manner. 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 may need to either re-register as a returning student or work with the Clinical Placement Coordinator to complete any requirements as a returning student.

- c. **Clinical Preceptors** are selected based on the course learning outcomes, student needs, and preceptor qualifications. Preceptors for master's students and for clinical specialty

courses must 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 preferred 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.

Preceptors work closely with the course faculty to ensure student learning outcomes are met. Preceptors provide feedback on student performance, but evaluation of the student and assignment of the course grade is the responsibility of the course faculty.

d. Involuntary Termination from Employment and Student Experiences

- Most health care facilities do not allow former employees who have been involuntarily terminated to have student experiences in their facility. This includes clinical experiences, projects, or any other school activities .
- 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 preclude acceptance into the program but is an important consideration in availability of clinical experiences.
 - Specifically, 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.

e. Simulated Clinical Experience

- 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 hands on learning in a safe environment that mimics the clinical setting. As such, strict adherence to confidentiality is required of each student participating in simulated clinical experiences. Simulated learning experiences may include on-line or in-person activities. In person attendance may be required for simulated clinical experiences.
- Objective Structured Clinical Evaluations (OSCEs) are simulation-based evaluations that are used prior to, during, and after clinical experiences to evaluate student performance. In some instances, passing scores on OSCEs are required before the student may begin a clinical experience. An OSCE may be required by the clinical site.

D. Academic and Clinical Progression

All WSU Graduate Students must adhere to both university academic policies and the policies and procedures described in this Department of Graduate Nursing Student Handbook and the Department of Graduate Nursing DNP Project Handbook. Please refer to [University Academic Integrity](#) policy and for the due process rights of students.

1. Academic and Behavioral Integrity

Winona State University Student Conduct Code: The Department of Graduate Nursing follows the [Winona State University Student Conduct Code](#).

Academic Integrity*

All students must abide by the [Academic Integrity Policy](#) of Winona State University. Academic Integrity at Winona State University is based on honesty. The University requires that work produced by students represents their personal efforts and requires that they properly acknowledge the intellectual contributions of others.

Examples of behaviors considered unacceptable and viewed as violations of the academic integrity policy: Cheating, deception and misrepresentation, enabling academic dishonesty, fabrication, multiple submissions, and plagiarism (see [Academic Integrity Policy](#) for definitions).

Consequences of academic integrity violations

Consequences for academic integrity violations are often addressed by the instructor and the student at the time of the violation. The instructor's determination is final unless appealed to the Dean of the College of Nursing and Health Sciences. More information about academic integrity may be found in the Winona State University Student Conduct Code.

Consequences of academic integrity violations include the following:

- Faculty may allow the student to Re-do the exam or assignment, award a lower or falling grade on an assignment and/or the course, or allow the student to withdraw from the course.
- The Department of Graduate Nursing may dismiss the student from a program or major or from the Department.
- Dean of the College of Nursing and Health Sciences may administratively withdraw the student from a course after consultation with the instructor.
- Vice President for Student Life and Development may impose disciplinary probation or suspension.

Plagiarism

- Scholarly writing is an expectation of graduate nursing education. Students are responsible and accountable for their own written work, whether in hard copy or electronic format. Copying another student's paper or electronic work 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. Instructors reserve the right to use a web-based plagiarism checking system on any work submitted within a course. Students are expected to purchase and use the APA Publication Manual (7th Edition) which outlines expectation and procedures for citing others' work. Examples include but are not limited to: If five or more words in a 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 cited in the text, and listed in the references.
- Usually, permission from the author is required to quote more than 350 words in a printed document.
- The use of artificial intelligence (AI) tools such as ChatGPT is not allowed unless specifically permitted in the assignment instructions.

Fabrication or Falsification

Fabrication and falsification include submitting academic or clinical assignments or data that are not true. Examples include, but are not limited to:

- Reporting false or made-up data.
- Reporting clinical hours not actually completed.

Academic Misconduct Reporting Procedures

Faculty use the [Academic Misconduct Referral Form](#) to report violations of the Academic Integrity Policy. The Office of Student Conduct will use this form to open an Academic Integrity file within the University Conduct Reporting System. [Academic Integrity Policy](#)

*This Academic Integrity statement is based upon the policies of Winona State University with additions specific to course delivery in the Department of Graduate Nursing.

Behavioral Integrity**

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 on the website below. The consequences of failing to comply with the Student Conduct Code include sanctions from the University.

The Department of Graduate Nursing believe that Behavioral Integrity** is based on the premise that each student has the responsibility:

1. To uphold the highest standards of behavioral integrity in the student's work;

2. To refuse to tolerate violations of behavioral integrity; and,
3. To foster a high sense of integrity and social responsibility in professional nursing.

Behavioral integrity includes demonstrating behaviors consistent with expected professional behaviors in the **classroom and clinical setting**.

The primary responsibility for ensuring adherence to behavioral integrity standards rests with students and instructors. Any infraction that comes to the attention of any member of the WSU community should be brought to the attention of the instructor of the course to which it pertains. Students are expected to demonstrate and maintain the following standards of behavioral integrity in relation to professional activities:

- **Adherence to Patient Confidentiality:**
Patient confidentiality is to be maintained at all times. This includes not including identifiable information on student assignments.
- **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 nursing programs have the right to pursue their 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 covert acts of threat, whether in person or in electronic form. Students are expected to respond to communication from faculty and staff in a timely manner. This includes during summer and semester breaks.
- **Professional Communication**
Students are expected to check their WSU e-mail accounts at regular intervals. Note that forwarding of WSU e-mail accounts may result in missed messages from faculty and/or clinical sites. Forwarding of WSU e-mail accounts is discouraged.
- **Professional Ethics and Confidentiality:**
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 policy.
- **Patient 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.

To ensure patient rights are maintained, the student will:

1. Refer situations beyond your 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 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.

- **Violations, Procedures, and Students' Rights**

Behavioral Integrity Reporting Procedures: Persons noting Student Conduct Code violations use the [Student Conduct Report Form](#) to report violations. The Conduct Code is based on mutual respect and understanding. Consequences for violation of behavioral integrity standards will be determined by the course faculty and/or the Department of Graduate Nursing Committee and can include education, failure of the course, and dismissal from the program.

**This Behavioral Integrity statement is based on the policies of Winona State University with additions specific to the practice of professional nursing.

2. Chemical/Substance Use and Abuse

- Chemical/substance 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.
- 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.
- 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 & Other Drug Policy](#).

3. Clinical Progression

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 to address difficulties in clinical prior to the end of the semester. Faculty members are responsible for documenting problem areas and notifying students. Together faculty and students will develop a plan to address the problem areas and maximize learning. Students are responsible for acknowledging problem areas and committing to plan for improvement.

When clinical courses are offered with required concurrent didactic courses, the student must 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 and must pass each course at a C level or above. If a student fails either the didactic or clinical course, progression in 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 is not able to safely meet the course outcomes, the faculty member may remove the student from the clinical setting. Students who are removed from a clinical experience due to safety concerns receive a non-passing (F or NC) grade for the clinical course. Behaviors such as sleeping during clinical experiences, disclosing protected patient health information, falsifying documentation, lack of preparation for clinical experiences, or inadequate leadership of DNP project, and violation of human subjects' protections are examples of breaches in professional ethics and confidentiality. 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.

To appeal the grade received in any graduate course, the student should follow the [grade appeal](#) process outlined in the Graduate Catalog.

4. Conditions Leading to Dismissal from the Program

Department of Graduate Nursing faculty are committed to student success and will work with students to identify appropriate resources and tools for support.

- 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.

- 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.
- Violation of academic or behavioral integrity policies, is grounds for dismissal <https://www.winona.edu/advising/academic-status.asp>.
- Inability to provide safe patient care in clinical experiences is grounds for dismissal. (See VI. D.6 Clinical Progression Guidelines)
- Two or more failing course grades are grounds for dismissal.
- Students who do not take classes for two (2) or more semesters and who do not notify the Department of Graduate Nursing of their intent to return to the program, may be dismissed.
- 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.)
- Chemical Use and Abuse. (See VI D.4 Chemical Use and Abuse.)
- Not meeting WSU requirements/policies.

5. Academic Appeals Process

Students have the right to appeal academic decisions. See University policies as stated in the [Graduate Catalog](#) and [Student Complaint and Grievance Processes](#). Please also read and become familiar with the “Complaint Policy for the WSU Department of Nursing.” (Appendix B of the Graduate Student Handbook.)

6. Cell Phones, Pagers, and Texting

Cell phones, pagers or other devices should be set to the silence option; or turned off and set to the messaging option during class or clinical experiences, including during online or synchronous class sessions. Texting during class demonstrates a lack of mutual respect for student colleagues and faculty.

In 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.

7. 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.**

Students are encouraged to serve as a member of the Department of Graduate Nursing Committee or other department committees while enrolled in the program. In this role, students play an integral role in the evaluation processes and serve as a liaison between faculty and students on curricular and program issues.

Additional student opportunities to engage in networking and learning are offered including attendance at conferences, presentation of scholarly work at regional and national meetings, participation in advertising and recruitment events. These are announced via e-mail and newsletters.

8. Graduation Requirements

A student is eligible for graduation upon:

- Completion of required courses found on the officially approved Electronic Program Plan in uAchieve.
- Completion of the thesis, scholarly inquiry paper (SIP), or DNP Project a minimum of two weeks before intended date of graduation.
- Evidence that all college policies and general requirements of the University for graduation are met.

The "[Application for Graduation](#)" form (all degrees) must be submitted at least one semester prior to graduation. Students are encouraged to participate in commencement exercises. Students planning to graduate in the summer have the choice to participate in either spring or fall commencement. Please note the deadlines in the [Graduate Catalog](#) for Application for Graduation and Degree Requirements.

9. Post-Graduation Forms

Certification Examination Eligibility

If you are a graduate of one of the Advanced Practice Registered Nurse (APRN) programs, you are prepared to take Advance Practice Registered Nurse (APRN) certification examinations following degree completion.

Students are responsible for verifying with the certification organization that they are eligible to sit for a certification exam. This is particularly important for students with a prior APRN certification. As part of the application to take a certification exam, documentation from Winona State University, verifying your program completion is required. The process for the three certification agencies is as follows:

- 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 it in their application packet. For AGCNS, FNP, AGACNP, PMHNP.

- American Association of Nurse Practitioners (AANP): You are responsible for requesting that Winona State University (through Warrior Hub) send your transcript to AANP. For FNP, AGACNP.
- 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 passing of your certification examination, you may apply for Advanced Practice Registered Nurse (APRN) licensure in Minnesota, Wisconsin, and other states recognizing APRN licensure for practice. Follow state specific instructions for education verification.

E. General Support

1. School of Graduate Studies

The center of information and assistance for graduate students is the [School of Graduate Studies](#), Maxwell 227 (Winona Campus). The School of Graduate Studies 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.

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. WSU-R Student and Campus Services

WSU-R Student and Campus Services has a wide array of services and information available as outlined in the [WSU-R Registration Guide](#), including:

- Technology Guide,
- computer requirements,
- Study Lab and printing information,
- Proctoring Center,
- Tutoring,
- Bookstore,
- Library,
- Counseling,
- Access Services,
- Health Services,

- Lost and Found,
- Parking,
- Security Information,
- Severe Weather Information and
- Student Life.

3. Online and Virtual Learning Information

Most graduate faculty members use Desire2Learn (D2L) Brightspace to support their courses.

For information on Zoom visit <https://learn.winona.edu/wiki/Zoom>

For more general information on distance learning visit www.winona.edu/distance-learning

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

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

Please see the [Master of Science Thesis and Scholarly Inquiry Paper Guidelines](#) for information specific to the Master of Science Graduate Nursing student scholarship requirement at Winona State University.

b. Doctor of Nursing Practice Graduate Nursing Student Project Requirement

Please see the [Doctor of Nursing Practice \(DNP\) Project Guidelines](#) for information specific to the DNP Project at Winona State University.

c. Institutional Review Board (IRB)

For information regarding IRB Policies, please visit <http://www.winona.edu/grants/irb.asp>

VI. 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 \(CCNE\)](#)

655 K Street, NW, Suite 750

Washington, DC 20001

Phone: 202.887.6791

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>

C. Alumni Activities

Graduates of Winona State University are eligible to be involved in alumni activities.
<https://www.winona.edu/alumni/>

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. 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 [Graduate Assistants](#) and [Graduate Catalog](#).

E. Department of Graduate Nursing Helpful Resources and Information

The Resources for Graduate Nursing Students 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](#), log-in, click on self-registration at the top of the page, locate this course, and then enroll.

F. Job Postings

Job Postings are available at Winona State University's [Career Services](#). For more information, please contact the Student and Campus Support Office at (507) 285-7100.

G. 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.

3. Graduate Student Nurses Academy <https://www.aacnnursing.org/students/gnsa>

Because WSU CONHS is a member school of the American Association of Colleges of Nursing, WSU graduate nursing students are eligible for programs, services, and resources to graduate nursing students enrolled in master's and doctoral programs.

H. Registration Information

Students should become familiar with the [WSU Academic Calendar](#) to view registration deadlines, including drop/add deadline dates. The academic calendar should also be consulted prior to scheduling vacations, travel, and other nonacademic events.

Students accepted into a program within the Department of Graduate Nursing have a two-week window to register before classes are opened to degree seeking 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 [Course Search - Student e-Services \(minnstate.edu\)](#)– 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>

I. Scholarships / Financial Aid

A limited number of scholarships are available to graduate students. A list is available at [Graduate Nursing Scholarships](#). WSU Graduate Nursing students are also advised to check with the WSU [Financial Aid](#); [WSU Foundation](#); 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.

J. 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 courses and curriculum. Creating an academic portfolio is one way to be prepared for these requests at the end of the program and beyond.

K. Student Senate (WSU); WSU Graduate Student Experience Committee; and Student Clubs

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](#).

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:

<https://www.winona.edu/alluniversitycommittees/>

Student Clubs & Organizations: Winona State University has a variety of clubs and organizations available for students to participate in. Information can be found by visiting:

<http://www.winona.edu/sal/clubs.asp>

L. Transcript Ordering

The process for ordering transcripts is a bit different depending on whether you are a current student, recent graduate, or an alumnus. Please visit:

<http://www.winona.edu/registrar/transcriptsrequests.asp> for more information regarding ordering transcripts or contact the Warrior Hub at 507.457.2800.

M. 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 ([Warrior Hub](#)) Change of preferred name and updated address can be submitted on-line at www.winona.edu/registrar/. If you have legally changed your name, complete the [Name Change Request Form](#) (PDF).

APPENDIX A

[Inclusive Excellence](#)

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](#) page for more information about your rights and resources.

Campus Resources

- WSU-Rochester Student & Campus Services, Room SS128, 285-7100, Email: wurochester@winona.edu (www.winona.edu/rochester/)
- [Office of Equity & Inclusive Excellence at WSU](#), Kryzsko Commons Room 122, Winona Campus, 507-457- 5595 or 1-800-DIAL.WSU
- WSU [Access Services](#), Maxwell 314, 457-5878
- RCTC [Counseling Center](#), Rochester, Room SS 133, 285-7260
- The [Writing Center](#)
- 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

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 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.
- 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 B

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 has 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 [Grade Appeal Policy](#)

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/General Complaint Resolution Process:](http://www.ifo.org/General%20Complaint%20Resolution%20Process)

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

- a. The Dean of the College of Nursing and Health Sciences 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 of the College of Nursing and Health Sciences 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.

2. 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 they have been unfairly treated by or have concerns about Department of Graduate Nursing students, faculty, staff, administration, or the department as a whole. Formal complaints must identify the person filing the complaint and their role or relationship with the Department of Graduate Nursing and include his/her contact information, their 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 Graduate Nursing chairperson, faculty, and staff who are charged with review of the issue(s) and with 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 Graduate 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.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

<https://www.nsna.org/nsna-code-of-ethics.html>

Appendix C

Clinical Documentation Requirements

The Department of Graduate Nursing is required to have your records on file and current for regulatory bodies and our clinical partners. **Students cannot start or continue in clinical or practicum experiences 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>

If you have any questions, please contact the Graduate Nursing Office Assistant Patti Gangl at Patti.Gangl@winona.edu or the Clinical Placement Coordinator Julie Langer Julie.langer@winona.edu

Clinical Records Checklist

Check Box When Done	One Time Forms and Records <i>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.</i>
	Health Info and Requirements Form – please ensure immunization records verifying the health requirements are submitted with this form. <ul style="list-style-type: none">• Copy of Immunization documentation that shows 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. 5) Other clinical documentation may be requested based on clinical site requirements.
	HIPAA Form – evidence of your HIPAA privacy and confidentiality training for clinical sites.
	Background/Fingerprinting for MN – 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.

	<p>Background Check for WI – 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:</p> <ul style="list-style-type: none"> • Step 1: 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. <ul style="list-style-type: none"> ○ Instructions on how to fill out https://www.dhs.wisconsin.gov/forms/f8/f82064a.pdf ○ PDF version https://www.dhs.wisconsin.gov/forms/f8/f82064.pdf • Step 2: Student needs to go to WI Online Record System at https://recordcheck.doj.wi.gov/ <ul style="list-style-type: none"> ○ Click on the tab “Public Access” ○ Click on “Submit and Request” ○ Window opens with security message. Check “I accept conditions...” and then “Submit” <ul style="list-style-type: none"> ▪ Under “Background Search Types” – click the drop-down menu and choose “CAREGIVER” option. (<i>This is very important to do... do NOT choose the “General” one.</i>) ○ 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. <ul style="list-style-type: none"> ○ 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.
	<p>Functional Abilities Statement Form – attestation to student’s ability to provide safe and effective patient care by the student and provider.</p>
	<p>Important Notices Form – acknowledgement by student on being informed of important notices.</p>
	<p>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.</p>
	<p>SIM Lab Procedures Waiver/Release Form – waiver/release form related to any course simulation and/or laboratory experiences.</p>

	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.
Check Box When Done	Annual Documents that need to be renewed BEFORE the expiration date. <i>Tip – put Outlook calendar reminders to complete any expiring items and update the student Typhon.</i>
	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. <i>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.</i> 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 begin 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. <ul style="list-style-type: none"> • 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/graduatenuersing/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.

APPENDIX D

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: <https://www.winona.edu/graduatenuersing/>

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)