Student Handbook

2026-2027

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WINONA STATE UNIVERSITY

Department of Graduate Nursing

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Introduction

This handbook has been prepared specifically to highlight information that will be useful to you during your graduate education at the Winona State University 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. Students will be notified by email regarding policy changes.

Department Address and Hours

400 South Broadway, Suite 204, Rochester, MN 55904
Phone: (507) 535-2580 or 1-800-366-5418
Fax: (507) 535-2531
gradnursing@winona.edu

The Department of Graduate Nursing office hours are 8:00am – 4:30pm, Monday through Friday during the academic year.

Leadership, Faculty, and Staff

See Department of Graduate Nursing Faculty and Staff for current list and contact information.

Historical Development

President Minne first proposed a baccalaureate program to the legislature in 1960. The move to phase out hospital programs and add four-year baccalaureate programs was well underway in 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 grew to meet the needs of the nursing community. In Rochester, the students were predominately RNs until 1980 when generic nursing students also studied at WSU Rochester.

The WSU master's program launched in 1987 with a major in adult health nursing and focus areas in administration, education, and clinical nurse specialist. Funded by over $600,000 in grants across three years, it graduated its first class in May 1990 under the direction of Dr. Marjorie Smith. 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 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 (AGACNP) program was added. The Psychiatric Mental Health Nurse Practitioner (PMHNP) Graduate Certificate program launched in May 2017, funded by a HealthForce Minnesota grant through a Minnesota State Centers for Excellence initiative. Developed in response to provider shortages and shaped by community input from Winona and Rochester, MN, and La Crosse, WI, the primarily online program expanded with a PMHNP DNP, which was approved in May 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 faculty at four home universities: Metropolitan University; Minnesota State University, Moorhead; Minnesota State University, Mankato; and Winona State University. Didactic courses were co-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 graduated 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. 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 and began coursework in fall 2013. 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 known as Winona State University Nursing and collaborate to advance nursing education at the baccalaureate and graduate levels.

The Department of Graduate Nursing continues to expand and innovate. In 2024, a new Nurse Educator (NE) DNP degree was approved. In 2025, DGN also welcomed its first cohort of students to its fully accredited online Wound, Ostomy, and Continence Nursing Education Program (WOCNEP).

Winona State University Nursing has continually evolved to meet the changing needs of students, communities, and the profession through innovation, collaboration, and commitment to excellence. Its steady growth and expanding graduate programs reflect a legacy of leadership in nursing education and a vision for the future of advanced practice.

Mission, Vision, and Values

Mission

Inspiring and shaping innovative nurses, leaders, and scholars through academic rigor, 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 actively participating 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.

Inclusive excellence, and clinical expertise to engage in professional relationships that promote health across communities.

Vision

To lead the region in distinguished, dynamic graduate nursing education.

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

Department of Graduate Nursing

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

The Essentials of Graduate Education in Nursing (AACN)

The curriculum for all Department of Graduate Nursing programs is based on *The Essentials of Master's Education in Nursing* from the American Association of Colleges of Nursing's (AACN) *The essentials: Core competencies for professional nursing education (2021)* https://www.aacnnursing.org/essentials/download-order

Students entering the Department of Graduate Nursing are expected to demonstrate competence in established nursing competencies upon admission and maintain that level of competence throughout the duration of the program.

Professional Nursing Standards, Competencies and Guidelines

American Nurses Association (ANA)

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.

Specialty ANA Scope of Practice: https://www.nursingworld.org/practice-policy/scope-of-practice/

ANA Code of Ethics: https://codeofethics.ana.org/home

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.

Adult-Gerontology Acute Care Nurse Practitioner (AGACNP)

Nurse practitioner role core competencies [NONPF]. (2022). *Nurse practitioner role core competencies*. https://cdn.ymaws.com/www.nonpf.org/resource/resmgr/competencies/nonpf_np_role_core_competenc.pdf

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

Adult-Gerontology Clinical Nurse Specialist (AGCNS)

NACNS. (2019). Statement on Clinical Nurse Specialist Practice and Education for CNS Core Competencies (only) and other content for education. https://nursing.lsuhsc.edu/Docs/Quality/2019-NACNS_CNS%20Statement_FINAL.pdf

AACN. (2010). *Adult-Gerontology Clinical Nurse Specialist Competencies*. https://www.aacnnursing.org/Faculty/Teaching-Resources/Curriculum-Guidelines

Family Nurse Practitioner (FNP)

Nurse practitioner role core competencies [NONPF]. (2022). *Nurse practitioner role core competencies*. https://cdn.ymaws.com/www.nonpf.org/resource/resmgr/competencies/nonpf_np_role_core_competenc.pdf

Nurse Educator (NE)

National League for Nursing. (2024). Core competencies of academic nurse educators. In D. M. Billings & J. A. Halstead (Eds.), *Teaching in nursing: A guide for faculty* (7th ed., pp. 3–5). Elsevier.

Nurse Leadership (NL)

Note: This program is no longer accepting students.

American Nursing Association [ANA]. (2018). Leadership Competencies for Nurse Leaders. https://www.nursingworld.org/globalassets/docs/ce/177626-ana-leadership-booklet-new-final.pdf

American Organization for Nurse Leaders [AONL]. (2022). https://www.aonl.org/system/files/media/file/2023/08/AONL%20Core%20Competencies.pdf

Psychiatric Mental Health Nurse Practitioner (PMHNP)

Nurse practitioner role core competencies [NONPF]. (2022). *Nurse practitioner role core competencies*. https://cdn.ymaws.com/www.nonpf.org/resource/resmgr/competencies/nonpf_np_role_core_competenc.pdf

American Nurses Association International Society of Psychiatric-Mental Health Nurses & American Psychiatric Nurses Association. (2022). *Psychiatric-mental health nursing: Scope and standards of practice* (3rd ed.).

Wound, Ostomy, & Continence Nursing Education (WOCNEP)

WOCN Society. https://www.wocn.org/

WOCNCB. https://www.wocncb.org/.

Bookstore: https://www.wocn.org/learning-center/bookstore/

Description of the Programs

Master of Science

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

- Nurse Educator

The Master's degree programs are designed so that each student will be able to:

1. Integrate evolving evidence-based nursing knowledge when assessing, planning, implementing, and evaluating care for the unique needs of the clients.
2. Demonstrate professionalism within an advanced nursing role through leadership, accountability, innovation, policy changes, and advocacy for clients.
3. Collaborate effectively within interprofessional teams using effective communication to analyze complex practice and organizational issues to positively impact client health outcomes.
4. Apply clinical judgment and evidence-based practice to enhance the quality and safety of client healthcare across diverse settings and populations.

Doctor of Nursing Practice

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

- Adult-Gerontology Acute Care Nurse Practitioner
- Adult-Gerontology Clinical Nurse Specialist
- Family Nurse Practitioner
- Nurse Educator
- Psychiatric-Mental Health Nurse Practitioner

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

1. Synthesize theory and evidence-based practice to critically assess, plan, implement, and evaluate healthcare strategies for the unique needs of the client.
2. Utilize clinical judgment to design and deliver person-centered, compassionate care for clients.
3. Collaborate effectively, using leadership skills, within interprofessional teams to design, implement, and evaluate client outcomes respective of their unique needs.
4. Exemplify professionalism by applying scholarship, quality improvement, evidence-based practice, safety, health policy, and informatics, while leveraging effective communication to advance healthcare for clients.
5. Exhibit advanced leadership through ethical and legal accountability, innovation, to advocate for health policy to address client outcomes, such as social, physical, or economic conditions impacting health.

Post-Graduate Certificate

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

- Adult-Gerontology Acute Care Nurse Practitioner
- Adult-Gerontology Clinical Nurse Specialist
- Family Nurse Practitioner
- Nurse Educator
- Psychiatric-Mental Health Nurse Practitioner
- Wound Ostomy Continence Nursing Education Program

The Post-Graduate Certificate programs are designed so that each student will be able to:

1. Integrate scientific underpinnings into clinical judgment and decision making while actively engaging in health policy within an advanced nursing role and/or specialty focus.
2. Demonstrate competencies aligned with professional standards and state nurse practice acts, effectively integrating communication, clinical judgment, evidence-based practice, compassionate care and cultural awareness to enhance client outcomes.
3. Collaborate effectively within interprofessional teams using effective communication to analyze complex practice and organizational issues to positively impact client health outcomes.
4. Participate in evidence-based practice by aligning innovative approaches with high ethical standards within interprofessional teams to enhance the safety and quality of person-centered care to clients.

Curriculum Structure

Nursing science core courses are taken by all MS and DNP students and build on students' baccalaureate nursing knowledge to integrate 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 individual programs provide specialized knowledge and practice opportunities in each advanced nursing role. A unique feature of the programs is the focused emphasis on applying advanced knowledge and skills in health promotion for individuals and families across diverse populations to address healthcare needs in complex environments.

The DNP program is designed to build on prior nursing education at either the baccalaureate or master's level. Students may enter the program through one of two pathways: as post-baccalaureate or post-master's applicants. The post-baccalaureate track advances the foundation of a bachelor's degree in nursing by deepening knowledge in nursing theory, ethics, research, and related sciences. This prepares graduates for the highest level of clinical practice, emphasizing advanced judgment and evidence-informed decision-making.

The post-master's DNP track builds on the competencies established in a master's nursing program and is aligned with the AACN (2021) Essentials. It equips students to excel in direct or indirect care roles and enhances their functional expertise through expanded learning in population health, clinical scholarship, evidence-based practice, and system-level interprofessional leadership. This preparation empowers graduates to lead meaningful changes in practice that improve patient outcomes and influence healthcare systems.

Plans of Study

Students should work closely with their academic advisor to confirm their plan of study. General program plans can be accessed through the following links:

- Master of Science Plans of Study
- Doctor of Nursing Practice Plans of Study
- Graduate Certificate Plans of Study

Course Descriptions

Course descriptions are available in the Graduate Catalog.

Class Schedule and Course Delivery

The Department of Graduate Nursing Class Schedule is available on the website. Before registering, please verify the course delivery method and any synchronous or in-person class dates. Courses are delivered in different formats based on their focus. Synchronous courses have designated class sessions that require all students (or specific groups) to meet at the same time. Asynchronous courses have online learning activities, but there are no scheduled group meetings. Some courses may require in-person attendance, and faculty will determine if alternative participation methods (joining remotely, watching recorded class, etc.) are permitted. In-person attendance may be mandatory, and failure to attend scheduled sessions could impact course grades.

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. There are no in-person meetings, no synchronous proctored exams, and no synchronous meetings.
- **Completely Online, Synchronous:** 100% of instruction is online. There are no in-person meetings and no in-person proctored exams. However, the course requires synchronous online meetings or activities.
- **Blended/Hybrid:** 25-27% of instruction is online with regularly scheduled in-person meetings. These courses 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.

Policies and Requirements

Program Admission

Program Admission information is available on the department website.

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.

Change of Program/Degree Focus

When admitted to the Department of Graduate Nursing, students are admitted to a specific program. If a 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. Applicants wishing to change their degree or program follow the same processes, timelines, and deadlines for application to the program.

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.

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.

Academic Advising

Academic Advisors

You will be assigned an academic advisor after admission into the program. **It is your responsibility to contact your academic advisor prior to your first semester of coursework.** The academic advisor is a member of the graduate nursing faculty. Functions of the academic advisor include:

- Long range planning for the program of study
- Short range planning, independent study, defining clinical and academic needs, transfer of credit, and electives planning
- Support or referral for special services, including financial aid
- Aware of honors, awards, or financial assistance
- The academic advisor may be a member of the student's scholarly paper/DNP project team and may serve as the scholarly paper/DNP project advisor

Academic advisors are assigned based on several factors, including specialty focus of the advisor and advisee, accreditation and other regulatory requirements, faculty workload, and student need. Changes to academic advisors are rare. To change your advisor, please fill out the Advisor Change Form on Warrior Space by logging in with your StarID@go.winona.edu and your StarID password and filling out all required fields.

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. The UAchieve/degree audit system is used to document the student's plan and track progress toward completion. It is available online in Student eServices. 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:

- All courses already completed (including transfer courses).
- Those courses needed to complete requirements for the degree and the proposed semester they will be taken.
- Any elective courses (should be discussed with advisor before registering)

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.

Grades

Grading Scale

Please view the Grade Point Average (GPA) and In Progress (IP) Grades section of the Graduate Catalog for the grading method at WSU. All courses use an A-F grading scheme in the Department of Graduate Nursing: 92-100 = A; 83-91 = B; 74-82 = C; 65-73 = D; < = F. Decisions on rounding of points are made by course faculty.

Assignment Grades

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. 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 accommodation.

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

If a student is required to repeat the 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.

In Progress Grades

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

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

Planned events, such as weddings, uncomplicated childbirth, travel/vacations, and other avoidable events are not extenuating circumstances 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 the 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.

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 year from the end of the semester, or the IP grade automatically 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 an 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. An appeal of any 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 Science.

Registration

Students are expected to register for 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 is discouraged, as it can delay academic progress and impact degree completion and financial aid eligibility. Completion rates are monitored and factored into progression and award calculations (see Drop, Withdraw & Change Grade Method for more information).

If a course must be dropped, students must do so officially through the 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 last drop 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.

Graduate Credit, Full-Time Status, and Credit Overload

All degree requirements, including credits to be earned or transferred, final examinations, scholarly 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.

Six credits or more per semester are 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 is submitted. The request requires advisor and department approval before submitting it to the School of Graduate Studies for approval.

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, a plan for accomplishing learning objectives, and criteria for the project's evaluation that is approved by the supervising faculty.

An Independent Study may be repeated for no more than twelve (12) credit hours. See the Graduate Catalog for the policy on arranged classes.

Audited Courses

The Audited Courses procedure permits a student to attend classes but not receive credit. Regular tuition charges apply. Audited courses must be declared and processed prior to registration. Students may not use audit credits to satisfy graduation, certification, or licensure requirements.

Credit by Portfolio

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.

Students wishing to apply for portfolio credit for a graduate nursing course must be admitted to the graduate program, be in good academic standing, and demonstrate satisfactory progression toward degree or certificate program requirements. Students are responsible for contacting their academic advisor, who will assist them 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.

Students should prepare and submit portfolio materials at least one semester before the course is taken. This 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 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 education programs
- Other recognized educational programs or offerings
- Government service (military, foreign, other)
- Course syllabi/outlines that address similar content. Only courses not applied to fulfilling 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 reviewing portfolio credit. Examples may include designing

patient-teaching information packets, producing a video, public speaking opportunities, participation in peer mentoring, designing a special project for a nursing unit, assisting with health fair projects, and working on a volunteer basis with persons experiencing homelessness 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.

Students should submit their 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.

Portfolio Option for Practicum Courses (NL Program)

The portfolio option is available for the practicum courses for students enrolled in the Master's, BSN-DNP Nursing Leadership (NL) 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 recognize the nursing leadership experience and knowledge that incoming students may already possess, which may demonstrate competence and expertise in the American Organization for Nurse Leaders (2022) Nurse Leader Core Competencies and the American Nurses Association's (2018) Leadership Competencies for Nurse Leaders. 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 be exposed to new knowledge and a different way of thinking. The practicum will allow the student to put those ideas and skills into practice 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/Office (CNE/CNO), at which point 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.

Transfer Credit/Waiver Policies

Transfer Courses: 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 credit must be taken within seven years of completion of the Master's degree and within ten years of completion of the Doctoral degree. Please see the WSU Graduate Catalog for further information: Transfer Credits

Students wishing to receive transfer credit for elective courses require 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 to address the following (students may need to communicate with the faculty of the proposed elective to obtain the necessary information):

- 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

Waived Courses: Selected courses may be waived based on individual considerations. Such requests are reviewed by the Graduate Nursing Committee. 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.

International Graduate Students Requesting Individual Study

International graduate nursing students seeking Curricular Training in Nursing (CPT) must submit a written or emailed request to the Department of Graduate Nursing to

register for NURS 685: Individual Study in Nursing. The request should include a rationale statement like 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 setting]. 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 setting]. 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."*

The approval and registration process is outlined below:

1. The Department Chair (or designated graduate faculty) must agree to supervise the Independent Study.
2. The student and supervising faculty collaborate to complete the online Independent Study/Arranged Course Form.
3. The student obtains the faculty signature on the "Student Request for CPT" form.
4. The student requests a Letter of Verification on official letterhead confirming:
    - Enrollment in NURS 685
    - Course title tailored to experience
    - Duration (e.g., [semester], [academic year] through [semester], [academic year])
    - Clinical practice as a requirement for graduate preparation
5. The student submits the Letter of Verification and CPT request form to the International Services Office.

Upon approval, the student is granted permission to register for NURS 685. The student maintains a clinical activity log throughout the CPT period and remains in regular contact with the supervising faculty.

At course completion, the student submits an evaluation of each learning objective along with the clinical log, and the supervising faculty will enter the final grade into the records system.

Clinical Requirements

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 compliant 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 BEFORE starting clinical experiences. 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 delays. It is the student's responsibility to work with the 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.

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 (i.e. required by the 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.

Background Checks

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.

Students are responsible for the cost of all background studies.

A. 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 healthcare 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 qualifications to provide direct care. All students sign a Background Study Authorization form allowing Winona State University to share results with healthcare 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.

B. Wisconsin State Background Study

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's 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

C. Other State Background Studies

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 background studies may be released to the health care facilities where students are assigned.

D. National Criminal Background Study

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 National Background Study results indicate the student may cause risk to the patient or resident, they may be disqualified from 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 apply 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.

Students may be disqualified from clinical participation based on background studies. 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.

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: 651-668-1841. Email: nursing.board@state.mn.us

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 the 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. 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 a 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 the data you provide. The health information you provide will be disclosed, as needed, to the Dean of the 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.

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 the use of Standard Precautions annually through their employer. Otherwise, they are responsible for completing this training 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 replace 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.

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 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, NL, and WOCNEP 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 who are enrolling in a new program to create a new Typhon account with a new anticipated graduation year and pay the fee.

Insurance

Professional liability insurance of $2,000,000 for 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 NE and NL 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.

CPR

Students must have CPR certification (healthcare professional) while you are enrolled in clinical courses. Documentation must be submitted prior to enrolling in a clinical course.

Licensure

States regulate licensure requirements for graduate nursing students. A student who has clinical experiences in Minnesota only needs to 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 requirements regarding license portability as a graduate nursing student. Obtaining an 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
- Nursing Licensure Compact: https://www.ncsbn.org/compacts.page

Clinical/Practicum Courses

Clinical Course Definition

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.

Clinical placement is a collaboration between the student, course coordinator, and Clinical Program Coordinator (CPC). The clinical placement process is highly competitive, and each clinical agency has its own policies and procedures for placing students.

Role Specific Clinical Placements

Role specific clinical placements are those for the student's role program (Nurse Practitioner, Clinical Nurse Specialist, Nurse Leader, Nurse Educator). Placements are managed by the CPC as directed by the course faculty and are determined based on the following priorities:

- Clinical course requirements (student learning outcomes, competencies, and special populations) that can be met at the site.
- Individual student clinical needs as determined by the course faculty and/or program coordinator (e.g. need for pediatric or geriatric experience).
- Clinical site willingness to accept a student placement. This decision often happens outside the individual preceptor's willingness to accept a student.
- Ability to negotiate a contract with the clinical site, if necessary. Contract approvals generally take at least 6 months.
- Student preference for a particular site. **Placement at a site of the student's preference is not guaranteed.**

Faculty and the CPC will work closely with each student to secure the best learning experiences available. Unless there are extenuating circumstances, students can expect to be placed at a clinical site within reasonable distance of their residence. 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.

Students with a preferred clinical site placement should notify the program coordinator and CPC as soon as possible. Students requesting a site for which Winona State University does not have an active contract in place may be denied or have delayed clinical placement. If the student identifies a preferred clinical placement, a contact person and their contact details must be provided to the CPC at the time of request. The CPC and course faculty will then determine the feasibility and requirements for placement at the preferred site and notify the student.

Students may be placed in a border state and are responsible for obtaining licensure, if required.

Clinical placements require coordination of multiple priorities. Students are expected to demonstrate professional and behavioral integrity in their expectations and response to clinical placement. Once a student has been placed at their clinical/practicum experience site, they will be notified by email to their WSU email. Students are expected to closely monitor their WSU email, including during breaks.

Students are expected to accept clinical placements. Refusal of a clinical placement or clinical rotation due to schedule, work schedule, family priorities, or childcare needs is not appropriate. **Refusal of a clinical placement may not result in an alternate placement** and may delay or result in delay of clinical experiences including delayed program completion.

Once accepted at a clinical site, the student will be notified 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 CPC to complete any requirements as a returning student.

Changes in clinical placements are rare, but extenuating circumstances such as preceptor leaving a clinical site, preceptor leave of absence, and clinical site organizational changes/decisions sometimes require changes in clinical placement. If this happens, the course faculty and/or CPC will notify the student and work to identify an alternate site.

Delays in clinical placement may be unavoidable following notification from a clinical site that placement is not possible. If this happens, the course faculty will work with the student to ensure they are able to meet the course learning outcomes. Accommodations include but are not limited to negotiation of work during breaks (dependent on the clinical site), grade of in-progress, or other accommodation as deemed appropriate by the program coordinator with clinical site approval.

Core Course Clinical Placements

Clinical placement for core courses with clinical requirements (NURS 613, NURS 780, NURS 781, and NURS 782) are managed by the course faculty in collaboration with the student and CPC.

<u>NURS 613</u>

Clinical placement arrangements are initiated during the semester before class starts. Clinical sites appropriate for meeting the course student learning outcomes will be assigned.

Unless there are extenuating circumstances, students can expect to be placed at a clinical site 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 or site not accepting students.

The student will be notified 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.

DNP Scholarly Project (NURS 780, 781, 782)

The semester prior to beginning NURS 780, students will be enrolled in a not-for-credit Introduction to DNP Projects course. In this pass/fail course, you will:

- Gain an overview of the DNP Project process
- Identify your project team
- Identify your preferred project site
- Explore and refine your area of interest for the DNP Project
- Become familiar with the clinical components of the DNP Project

Completion of all requirements in this course is a prerequisite for enrollment in NURS 780.

Students are expected to work with a partner. In extenuating circumstances (e.g. site does not accept non-employees, no partner available) students may work solely. Students admitted to the Mayo Clinic Nurse Practitioner Education Collaboration (NPCEC) may only partner with students also accepted to that program.

For some sites, students will be asked to identify a potential project mentor before application for placement at the site. There are no role or educational requirements for the DNP project mentor; the DNP project mentor must be in a position/role in which they can help the student(s) navigate systems-level work at the clinical site, assist in gaining appropriate project related approvals at the site, ensure feasibility of the project, etc.

Once approved for a DNP scholarly project clinical site, the student will be notified 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.

Students are expected to regularly monitor their WSU e-mail to ensure they do not miss any communications regarding site placements and/or onboarding. Some sites have rigid deadlines, and failure to meet them may result in delays or denial of clinical placement.

Students are expected to enroll in and complete their project over three (3) consecutive semesters (Fall-Spring-Summer or Spring-Summer-Fall).

Clinical Preceptors

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.

WOCNEP preceptors must additionally complete preceptor onboarding and be vetted and approved by either the program coordinator, director, or co-director. WOCNEP preceptors must have a bachelor's degree and be certified in the specialty for at least one year.

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 the availability of clinical experiences. Specifically, students who are or have been involuntarily terminated from Mayo Clinic are no longer considered 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.

Simulated Clinical Experiences

Winona State University may, whenever possible, provide opportunities for 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 for each student to participate in simulated clinical experiences. Simulated learning experiences may include online or in-person activities. In-person attendance may be required for simulated clinical experiences.

All students are hereby notified that:

- All events, procedures, and information used in conjunction with the simulation will be kept strictly confidential. This includes, but is not limited to, patient and/or scenario data that was provided prior to the simulation, obtained during the simulation, and discussed during the debriefing of the simulation.
- The simulation laboratory is a learning environment, and all students will demonstrate professional behaviors that maintain a supportive environment.
- Students will maintain confidentiality of all students' performances in the simulation laboratory.
- Manikins and standardized patients will be treated and handled with respect.
- The simulation laboratory is considered a clinical/client interaction, and students will be dressed professionally in accordance with the applicable simulation, as specified by the faculty leading simulation.
- Students and faculty may be video recorded for the purpose of education, research, and/or quality improvement projects. Recordings obtained for the purposes described herein are for educational purposes only. Failure to adhere to these rules will result in disciplinary action which may include but is not limited to removal from and failure of the course, dismissal from the nursing program, or suspension or expulsion from the University.
- The Simulation Remediation Policy and Procedure is outlined in Appendix 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 the Winona State University Student Conduct Code and University Academic Integrity policy for the due process rights of students.

Academic Integrity

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.

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).

Examples of Violations

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 expectations and procedures for citing others' work. 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. The use of AI, if approved by faculty for the assignment, must be cited appropriately. Unapproved use of AI tools, or failure to cite, will constitute plagiarism.~~

The use of artificial intelligence (AI) tools is permitted only when explicitly stated in the assignment instructions. When AI use is allowed, students must acknowledge their use of these tools in the manner specified by the instructor or program. Using AI without approval, or failing to provide the required acknowledgment, will be considered misrepresentation of academic work. Students should review WSU's AI Use Statement for full expectations and refer to the course syllabus for specific guidance.

Fabrication or Falsification

This may 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 or reporting clinical hours not actually completed.

Consequences of 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, major, or the Department.
- The Dean of the College of Nursing and Health Sciences may administratively withdraw the student from a course after consultation with the instructor.
- The Vice President for Student Life and Development may impose disciplinary probation or suspension.

Professionalism, Ethics, and Behavioral Integrity

Professionalism is a core competency of advanced nursing practice, not simply a behavioral expectation.

The Department of Graduate Nursing holds all students across MS, DNP, and Graduate Certificate programs to the professionalism standards defined in AACN 2021 Essentials Domain 9 and the ANA Code of Ethics for Nurses. These standards apply in every setting: classroom, clinical, simulation, and professional communication. Students are expected to enter the program demonstrating nursing competencies consistent with their level of preparation and to maintain and build upon those competencies throughout the program.

Professionalism is a personal commitment and a professional obligation. The Department expects students to act with integrity; advocate for patients and populations; communicate professionally; respond to feedback with openness; and maintain the trust of clinical partners, faculty, staff, and peers.

Graduate nursing students are preparing to assume leadership roles in complex, high-stakes clinical and community environments. The professional behaviors developed in

this program are foundational to the advanced practice nurse you are becoming and the care your future patients deserve.

All students are expected to comply with the Winona State University 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 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 should always be maintained. This includes not including identifiable information on student assignments or in Typhon case logs.
- **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. The 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 promptly. This includes summer and semester breaks.
- **Professional Communication:** Students are expected to check their WSU e-mail accounts at regular intervals. Note that forwarding 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:
    - Refer situations beyond their own capabilities to appropriate personnel.
    - Recognize, correct, and report own errors (e.g., isolation, surgical asepsis, medications, etc.).
    - Report incidents and accidents that endanger the patient.
    - Carry out nursing functions only when unimpaired by alcohol, drugs, physical disability, or emotional disability.
    - Maintain the confidentiality of information or knowledge concerning the client unless obligated by law to disclose the information.
    - Practice without discrimination based on age, race, religion, sex, sexual orientation, national origin, or disability.
    - Respect the dignity and rights of clients regardless of social or economic status, personal attributes, or nature of health problems.
    - 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.
    - Obtain, possess, furnish, or administer alcohol and/or drugs only when legally authorized.

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.

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, 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 followed.

All Winona State University students must adhere to the University Alcohol & Other Drug Policy.

Clinical Progression

A passing grade must be achieved in all clinical coursework before 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. Both parties should try to address clinical difficulties before 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 a 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 to progress to successive courses. Students are expected to attend classes and clinical seminars 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 indicates that a student cannot 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, 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 be 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.

Conditions Leading to Dismissal from the Program

The Department of Graduate Nursing faculty is 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/student-life/support/advising-services/understand-your-academic-status/.

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)

Electronic Devices

Cell phones, pagers, or other devices should be set to the silent 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 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.

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 at 1 and 5 years after graduation. Both formative and summative evaluations are incorporated into the program's evaluation plan. Students are asked to evaluate courses each semester, and 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, and participation in advertising and recruitment events. These opportunities are announced via e-mail and newsletters.

Graduation Requirements

A student is eligible for graduation upon:

- Completion of required courses found on the officially approved program plan/degree audit in uAchieve.
- Completion of the Scholarly Paper or DNP Project a minimum of two weeks before the intended date of graduation.
- Evidence that all college policies and general requirements of the University for graduation are met.

The Graduate Student 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 may choose to participate in either Spring or Fall commencement. Please note the deadlines in the Academic Calendar for Application for Graduation and Degree Requirements.

Post-Graduation Forms

Certification of 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 the application process and verifying with the certification organization that they are eligible to sit for a certification exam. Work with your program coordinator/faculty to ensure accurate information for required documentation.

American Nurses Credentialing Center (ANCC website)

Students apply online, submit a transcript, complete the VOE (Validation of Education) form, updated March 2025 and prepare a clinical log reflecting clinical hours completed. (AGCNS, FNP, AGACNP, PMHNP)

American Association of Nurse Practitioners (Nurse Practitioners Certification Board NPCB website)

Students apply online, provide education and clinical information, and submit a transcript. (FNP, AGACNP, PMHNP)

American Association of Critical-Care Nurses (AACN website)

Students apply online and submit a transcript. AACN electronically notifies the WSU approver. The approver enters approval of eligibility into the AACN Portal. (AGCNS, AGACNP)

State Licensure

Upon successful passing of the certification examination, students 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.

General Support

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.

Office location and contact: Maxwell Hall 227 (Winona). (507) 457-5038. Gradoffice@winona.edu

WSU-Rochester Student and Campus Services

WSU-R Student and Campus Services has a wide array of services and information available as outlined in the WSU Rochester Campus page,

Services include technology guides, 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.

Online and Virtual Learning Information

Most graduate faculty members use Desire2Learn (D2L) Brightspace to support their courses. For more general information on distance learning visit https://www.winona.edu/online-students/

Online synchronous sessions are usually held over Zoom. Class sessions may be recorded for educational review. Recordings obtained for the purposes described herein are for educational purposes only.

Master of Science Scholarly Paper Requirement

Please see the MS Scholarly Paper Guidelines for information specific to the Master of Science Graduate Nursing student scholarship requirement at Winona State University.

DNP Student Project Requirement

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

Institutional Review Board (IRB)

For information regarding IRB Policies, please visit
https://www.winona.edu/academics/research/research-compliance/

General Information

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 WSU Nursing program is approved by the Minnesota Board of Nursing.

Tuition and Fees

Information regarding the Department of Graduate Nursing tuition rates and fees can be found at https://www.winona.edu/financial-aid/cost/graduate-tuition/

Alumni Activities

Graduates of Winona State University are eligible to be involved in several 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 via the Student and Academic Records website.

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 brings 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 and Health Sciences. 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 they hold the appointment. Appointments are 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.

Department of Graduate Nursing Helpful Resources and Information

The Resources for Graduate Nursing Students D2L page is a resource and collaboration hub for graduate nursing students. Students can join by self-registering on the D2L Brightspace home page, log-in, click on self-registration at the top of the page, locate this course, and then enroll.

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.

Nursing Organizations

Midwest Nursing Research Society (MNRS)

Each fall, faculty select 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.

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 the program 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 https://www.sigmanursing.org/.

Graduate Student Nurses Academy (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.

Please visit their website https://www.aacnnursing.org/students/gnsa

Registration Information

Students should become familiar with the WSU Academic Calendar. This includes 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.

Scholarship and Financial Aid

A limited number of scholarships are available to graduate students. A list is available at Graduate Nursing Scholarships and on the Resources for Graduate Nursing Students D2L page.

WSU Graduate Nursing students are also advised to check with 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 507.457.5090.

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 prepare for these requests at the end of the program and beyond.

Student Senate (WSU)

The WSU Student Senate is the governing body of the Winona State University Student Association. In its capacity, the 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.

The 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/all-university-committees/

Student Clubs and Organizations

WSU has a variety of clubs and organizations available for students to participate in. Information can be found by visiting: https://www.winona.edu/student-life/clubs/student-clubs/

Transcript Ordering

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

Contact the Warrior Hub at 507.457.2800 with questions.

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, with more information at https://www.winona.edu/student-life/support/records-registration/student-academic-records/grades-transcripts/

Change of preferred name can be submitted via the Preferred Name Request Form in Warrior Space.

If you have legally changed your name, complete the Name Change Request Form in Warrior Space.

Appendices

Appendix A: 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 program, 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 Victim's Rights page for more information about your rights and resources.

Campus Resources

- WSU-Rochester Student & Campus Services, Room SS128, 285-7100, Email: wsurochester@winona.edu (https://www.winona.edu/rochester-campus/)
- Office of Equity & Inclusive Excellence at WSU, Kryzsko Commons 230, Winona Campus, 507-457- 5595 or 1-800-DIAL.WSU
- WSU Access Services, Maxwell 314, 507-457-5878. If you have a disability, WSU Access Services can document it for your professors and facilitate accommodation. If you have a documented disability that requires accommodation or suspect you may have a disability, please contact Access Services as soon as possible.
- Mental health services are available through the WSU Counseling Services; RCTC Counseling Center; and Mantra Health Virtual Services
- The Writing Center offers free, personalized tutoring for students working on writing assignments in all genres and disciplines.
- 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. The GLBTA Advocate is responsible for documenting homophobic and transphobic incidents on campus and working with the appropriate channels to resolve these incidents. In addition, the advocate can direct people to GLBTA resources on and off campus.
- Advising Services, Maxwell 314, 507-457-5878

Appendix B: Complaint Policy for the WSU Department of Graduate Nursing

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 with a concern are expected to follow established policies and procedures for a concern or complaint listed as follows in Current Policies and General Complaint Resolution Process. When these processes are exhausted and the person believes he/she has been unfairly treated by or has concerns about the 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 Formal Complaints.

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
- WSU Student Grievance Procedure
- WSU Academic Integrity Policy
- WSU Suspension Appeal Process
- WSU 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)

Concerns and complaints about the Department of Graduate Nursing are addressed in the following general process:

- 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/parties involved and seek resolution to the problem.
- 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.
- If the matter 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.

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 2025-2027. 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
- WSU Student Conduct Code

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. *Code of Ethics for Nurses*

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/academics/colleges/nursing-health-sciences/graduate-nursing-department/student-resources/

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

Check Box When Done	**One-Time Forms and Records** *The forms 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. You can find each form on the **Graduate Nursing Student Resources** page under "Clinical Documentation Requirements."*
	Health Info and Requirements Form – please ensure immunization records verifying the health requirements are submitted with this form. Copy of Immunization documentation should show: 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 another application and pay the fee again.

	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:
	• **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.
	  ○ 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/
	  ○ Click on the tab "Public Access"
	  ○ Click on "Submit and Request"
	  ○ Window opens with a security message. Check "I accept conditions…" and then "Submit"
	  ▪ Under "Background Search Types" – click the drop-down menu and **choose "CAREGIVER" option**. (***This is very important to do… do NOT choose the "General" one.)***
	  ○ Follow the online prompts and fill in the data requested.
	  ○ It will ask you to pay the $10 fee.
	  ○ Click on "Submit"
	• **Step 3:** After step 2 submission, students will see an "In processing" message pop up. After 5 minutes, click refresh, and the results of the background study will show up as a PDF to print. Students should print a copy for their records and submit a copy to the University to file with their BID form from step 1.
	  ○ Some students who have a more common name may not get their results so quickly and will instead have to wait a few days to find out their results.
	  ○ **Other out-of-state background checks** will be needed if students are doing clinicals in a state outside of MN. For those students, the Clinical Placement Coordinator will send out a notification with directions as needed.

	Functional Abilities Statement Form – attestation to student ability to provide safe and effective patient care by the student and provider.
	Important Notices Form – acknowledgement by student on being informed of important notices.
	Authorization to Use Likeness Form – waiver/release form to use likeness, image, and voice which may be used in publications for non-commercial educational, exhibition, promotional, advertising, and/or other purposes by the University and will not be sold to other entities and/or agencies.

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

Check Box When Done	**Annual Documents that need to be renewed BEFORE the expiration date.** *Tip – put Outlook calendar reminders to complete any expiring items and update the student Typhon.*
	TB/Mantoux – Winona State University Department of Graduate Nursing follows the Regulations for Tuberculosis Control in Minnesota Health Care Settings from the Minnesota Department of Health ALL students are required to have on file a **negative 2-step Tuberculin Skin Test (TST) OR a negative Interferon Gamma Release Assay (IGRA)**, also known as TB blood test, completed **within 90 days *prior to the start* of their first clinical course.** Serial testing with TST or IGRA is not required. **Annual screening for the presence of TB symptoms with appropriate follow up if indicated is required**. The Serial TB Screening Tool for Health Care Personnel (HCPs) can be found in Appendix D of this handbook. **Students with a new positive test must have a Chest X-ray to rule out infectious TB disease**. The chest X-ray should be done after the date of the positive TST or IGRA; however, a chest X-ray done within the three months prior to the TST/IGRA is acceptable, provided that the student has not been exposed to infectious TB disease since the chest X-ray was done, AND a medical evaluation to rule out a diagnosis of infectious TB disease was completed. After the negative baseline chest X-ray is done and the results are documented, additional chest X-rays are not needed unless the HCW develops symptoms of active TB disease, or a clinician recommends a repeat chest X-ray. **Students with a history of positive TST/IGRA and chest x-ray should submit documentation with interpretation from a health care provider indicating whether serial/annual screening is required.**
	Flu – Renew before Expiration Date annually or complete a Flu Declination Form
	CPR – BLS for Healthcare Providers. Renew before the 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 the one for the general public.)

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

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. • 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. Liability insurance is billed automatically to all non APRN students when registered in a clinical course. Liability insurance is good for one academic year. 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: TB Screening Form

Serial TB Screening Tool for Health Care Personnel (HCPs)

Date form completed: _____

Last name, first name, middle initial: _____

Symptoms of active TB disease (check all that are present)

☐ Coughing (> 3 weeks)
☐ Chest pain
☐ Fatigue
☐ Night sweats
☐ Coughing up blood
☐ Weight loss/poor appetite
☐ Fever/chills

Note: If TB symptoms are present, contact your health care provider for a chest X-ray and medical evaluation. Do not wait for the TST or TB blood test results.

HCP's TB history

Ever had a positive reaction to a TB skin test or TB blood test?

☐Yes ☐No

If yes: Date_____

Number of millimeters of induration: _____mm

Had a TB skin test in the past 12 months? OBJ

☐Yes ☐No

If yes: Date_____

Number of millimeters of induration _____ mm

Result_____

Treated for latent TB infection? ☐Yes ☐No Comments: _____

Treated for active TB disease? ☐Yes ☐No Comments: _____

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Appendix E: Simulation Policy and Procedure: Remediation

Winona State University College of Nursing and Health Sciences
Departments of Graduate and Undergraduate Nursing
Simulation Policy and Procedure

Topic: Remediation

Policy Name: Remediation Requirements

Area of Application: Applies to all simulation-based experiences (SBEs) in all locations and may include clinical learning experiences.

Definition: Remediation is a process used to identify students who need additional support to meet course or program outcomes (Hughes, et al., 2024).

Applicable To: All learners, faculty, and staff involved in SBEs.

Date Authored: August 14, 2024

Author(s) Name: April Rowe Neal, Simulation Educator

Department: Departments of Graduate and Undergraduate Nursing

Date Approved: 12/16/2024 Simulation Committee; Approved by DGN 1/27/2025

Definitions: Definitions offer clarity within this policy.

This policy is meant to supplement, not replace, Winona State University academic policies, as well as policies of the WSU Graduate and Undergraduate Nursing Departments. This policy is intended to be specific to simulation or clinical, where simulation is used as a remediation strategy or to evaluate the outcome of remediation.

Remediation thresholds should be clearly communicated in writing prior to learning or evaluation experiences. Faculty, preceptors or clinical nurse teachers, or simulation educators may identify students requiring remediation. Students should be informed of remediation needs within 2 business days. Faculty, simulation educator, academic advisor, and student will collaborate to create a competency remediation plan that includes assessment of remediation need, expected outcome in SMART format, remediation resources and strategies, as well as any necessary evaluation. Simulation educators will support needs, while faculty will facilitate any evaluation related to course or program outcomes.

Successful remediation is built on the principles of accountability, collaboration, confidentiality, transparency, student-centeredness, and student growth with the intention to promote student success.

1. Students, course faculty, and the simulation educator should collaborate to inform the remediation plan and timeline. This may include the academic advisor as desired by the student.
2. Confidentiality of student performance should be maintained throughout the remediation process.
3. Remediation should be transparent to all parties through simulation and student policy; additional reminders about remediation should be included within course syllabi.
4. The remediation should be student-centered, with students receiving prompt feedback and opportunities to inform the remediation plan.
5. Remediation is meant to support student growth and student success and is not intended to be punitive and requires professional accountability on the part of the student. If a student is unable to successfully complete remediation, the student may not progress in a course or program.
6. **A student can complete no more than two different remediation topics in one term.**
7. **An identified remediation topic may only be remediated one time.**
8. If additional remediation is required, refer to departmental guidelines regarding competency.

Procedural steps:

1. Faculty and simulation educator review objective student performance indicators in relationship to course and simulation learning objectives/outcomes, in addition to communication about remediation that students received.
2. The student, advisor, and faculty will collaborate to create a remediation plan using the required Remediation Template (see Table 1). Consider the appropriateness of using EIP to coordinate additional campus resources.
3. The simulation educator and student will schedule any necessary simulation or lab-related remediation activities.
4. If evaluation is necessary, simulation educator, faculty, and student will schedule evaluation within a 2-week period.
5. Faculty will follow up with students regarding competency development and complete Early Intervention Program (EIP – see Warrior Space) documentation and any necessary departmental tracking.
6. Simulation-related remediation templates will be tracked within Knowledge Lake.

Competency Remediation Plan Template

Remediation Need:	☐ Clinical Competency	☐ Professionalism
Course and/or program learning outcome(s):		
Assessment of remediation need (performance indicators):		
Expected outcome (use SMART format):		
Remediation strategies and resources:		
Evaluation strategy (if needed):		
Timeline (include completion of remediation and evaluation):		

Table 1. Remediation Template

References

Hughes, L.J., Alcock, J., Wardrop, R., Stone, R., & Pierce, B. (2024). Remediation in clinical practice for student nurses: A scoping review. *Nurse Education Today,* 137, 106160.

Mee, C.L. & Schreiner, B. (2016). Remediation in nursing education today: Review of the literature and considerations for future research. *Journal of Nursing Regulation, 7*(1).

Additional sources:

https://pa.com.msu.edu/current-students/program-policies/remediation-policy

https://www.emoryhenry.edu/live/profiles/3566-remediation-policies-and-procedures#:~:text=The%20goal%20of%20remediation%20is,develop%20mastery%20of%20the%20material

Appendix F: Policy Assurances Form

The Department of Graduate Nursing Student Handbook serves as the official source of policies, procedures, and expectations for all students enrolled in the program. Students are responsible for reviewing the Handbook in its entirety and are required to sign an acknowledgment form annually indicating that they have read, understand, and accept the policies contained therein. By signing this document, students affirm their responsibility to comply with all policies and procedures throughout their enrollment in the program.

The Department of Graduate Nursing reserves the right to revise, update, or amend any information, requirements, or regulations outlined in this Handbook at its discretion. The Handbook should not be construed as a binding contractual agreement. Students are responsible for remaining informed of current policies and any updates as they occur.

The most current version of the Department of Graduate Nursing Student Handbook is available on the department's website at: https://www.winona.edu/wp-content/uploads/2026/08/Graduate-Nursing-Student-Handbook.pdf

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I affirm that I have read and understand the policies outlined in the Winona State University Department of Graduate Nursing Student Handbook. I acknowledge that it is my responsibility, as a student in the program, to become familiar with and abide by all policies contained within the Handbook; to remain informed of any policy updates or revisions; and to seek clarification for any policies that are not fully understood.

Furthermore, I understand that adherence to the standards of professional conduct, including ethical behavior, accountability, and respect for others, is an essential expectation of my role as a graduate nursing student. I agree to uphold these principles of professionalism in all academic, clinical, and professional interactions throughout my enrollment in the program.

Signed:_____Date: _____

Print: _____

(First and Last Name)

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