DELTA STATE UNIVERSITY

ROBERT E. SMITH
SCHOOL OF NURSING

GRADUATE STUDENT HANDBOOK

2025 – 2026

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STUDENT HANDBOOK POLICIES, PROCEDURES, & REQUIREMENTS

Students are responsible for knowing and abiding by all policies and procedures and meeting the requirements in this handbook.

The provisions in this handbook are not to be regarded as a contract between the student and the institution.

- Course content and policies are under constant review and evaluation.

The School of Nursing (SON) reserves the right to change any policy, procedure, or requirement.

- Changes will be publicized through appropriate channels.

This handbook supersedes all previous graduate handbooks of the SON.

HISTORY, VISION, MISSION, GUIDING PRINCIPLES, and GOALS

Delta State University

and

Robert E. Smith School of Nursing

The history, vision, mission, and philosophy of the Robert E. Smith School of Nursing are congruent with the University's history, vision, mission, and guiding principles.

DELTA STATE UNIVERSITY

History, Vision, Mission, and Guiding Principles

The history, vision, mission, and guiding principles for Delta State University are available at http://www.deltastate.edu/about-dsu/

ROBERT E. SMITH SCHOOL OF NURSING

The Delta State University Robert E. Smith School of Nursing Building is located on the east side of the campus at 802 Oak Street. There are multiple large classrooms, a computer laboratory, a learning resource simulation/skills laboratory to include debriefing rooms, an NP suite with examination rooms and a student lounge in the Robert E. Smith School of Nursing. The address for the Delta State University Robert E. Smith School of Nursing is Delta State University Robert E. Smith School of Nursing, P.O. Box 3343, 1003 West Sunflower Road, Cleveland, MS 38733.

History

Established in 1977 as the fifth educational unit within DSU, the School of Nursing (SON) was approved to offer a curriculum leading to the degree of Bachelor of Science in Nursing. The new school was expected to help meet the need for an increased number of educationally prepared registered nurses for the underserved, rural areas of the northern Mississippi Delta. In the early 1990s, the Mississippi legislature allocated funding to start two new master's in nursing degree programs committed to the preparation of nurse practitioners due to the state's need to adequately staff its rural health clinics and in response from the Community of Interest (COI). The SON was selected as one of those choices. In 1994, the new master's program was accredited by the Mississippi IHL for enrollment of students in 1995. Subsequently, a curriculum option to prepare Nurse Educators and Nurse Administrators was made available. In 2008, a Mississippi educational consortium for specialized advanced practice nursing was established among the five universities for the Gerontological Nurse Practitioner (GNP) and Psychiatric Mental Health Nurse Practitioner (PMHNP) programs of study. As of April 2009, the School of Nursing academic unit has been named the Robert E. Smith School of Nursing through contributions of a very generous donor, Mr. Robert E. Smith. In the Fall of 2013, the Doctor of Nursing Practice (DNP) degree program was offered to allow registered nurses at the associate, baccalaureate, and master's level to advance their education by earning the degree and seeking eligibility, if needed, to take the Family Nurse Practitioner certification exam.

Within the BSN degree program, two pathways are available to applicants: a BSN or an RN-BSN Completion curriculum. The baccalaureate program provides enhanced online course delivery through the learning management system for both the BSN and RN-BSN programs. The BSN program continues to offer a blend of the traditional classroom with online learning, and the RN-BSN program courses are delivered online. Since 1981, the undergraduate program in nursing has produced 970 baccalaureate nurses for the Mississippi Delta and the southeastern region. The BSN degree program has been continuously accredited since its inception by the

Mississippi IHL and by the National League for Nursing/NLNAC from 1978 to 2006. In 2000, accreditation was granted by Commission on Collegiate Nursing Education (CCNE) for a ten-year period. Continued accreditation for the baccalaureate program was granted by CCNE in 2020 for a ten-year term, extending to 2030.

In 1998, the Delta Health Education Project (DHEP) stimulated the development of an online format for the MSN program. In 2000, the SON started offering master's content online. Since Fall 2002, the MSN program is fully online and has produced approximately 341 graduates. Within the MSN program, two options are available: Nurse Educator (NE) and Family Nurse Practitioner (FNP). The master's program was accredited by the NLN/NLNAC through 2004 and initially accredited by CCNE in 2000, with reaccreditation approved in 2005 for 10 years. Continued accreditation for the master's program was granted by CCNE in 2020 for a ten-year term, extending to 2030.

A Post-Graduate APRN Certificate Program with an FNP focus was initially accredited by CCNE in 2015 for a five-year term, extending to 2020. Continued accreditation for the Post-Graduate APRN Certificate Program was granted by CCNE in 2020 for a ten-year term, extending to 2030.

Within the DNP program, three options are available: BSN-DNP, Post Master's (Non- FNP) – DNP, and Post Master's (FNP) – DNP. This program is offered in an online format with options of a full-time or part-time status. The DNP degree program was initially accredited by CCNE in 2015. Continued accreditation for the DNP program was granted by CCNE for a five-year term, extending to 2020. Continued accreditation for the DNP program was granted by CCNE in 2020 for a ten-year term, extending to 2030.

Vision

Robert E. Smith School of Nursing. . . Transforming healthcare in the Mississippi Delta and beyond. . . one exceptional nurse at a time!

Origination: 4/14

Mission

The mission of Delta State University Robert E. Smith School of Nursing is to transform healthcare in the Mississippi Delta and beyond by preparing graduates to be nurse leaders at the baccalaureate, master, and doctoral levels through excellence in education, evidence-based research, interprofessional practice, and multidimensional partnerships in a diverse society.

Origination: 12/96

PROGRAM GOALS

Master of Science in Nursing [MSN]

1. Provide masters nursing education that builds on the generalist foundation
2. Prepare graduates for advanced professional nursing roles with specific functional and clinical abilities
3. Prepare graduates academically to pursue education beyond the Master's level

Post-Master's Nurse Educator [NE] or Family Nurse Practitioner [FNP] Certificate

1. Provide master prepared nurses with the knowledge and skills to assume the advanced role as a nurse educator or family nurse practitioner
2. Prepare master prepared nurses to improve health outcomes at the system, population, or individual patient levels
3. Prepare master prepared nurses academically to pursue education beyond the master's level

Doctor of Nursing Practice [DNP]

1. Provide a doctoral nursing foundation that builds on prior nursing education.
2. Provide graduates with enhanced knowledge and skills to practice as competent and professional family nurse practitioners
3. Prepare graduates to be leaders in the profession and to deliver high-quality health care through the dissemination of evidence-based practice initiatives to patients, families, communities, and populations

ORGANIZATIONAL STRUCTURE OF NURSING PROGRAM

Dean

The Dean of the Delta State University College of Nursing, Health, and Sciences is nominated by the President of the University upon recommendation of the Provost/Vice President of Academic Affairs and appointed by the Mississippi Board for Institutions of Higher Learning (IHL). The Dean communicates with the IHL through the President and the Provost/Vice President of Academic Affairs. The Dean is responsible to the Provost/Vice President of Academic Affairs for the academic and fiscal management of the Delta State University Robert E. Smith School of Nursing.

Chair of Robert E. Smith School of Nursing and Health Sciences

The Dean delegates responsibility for the undergraduate and graduate programs to the Chair of Nursing and Health Sciences.

Graduate Program Coordinator

The Chair delegates responsibility for overseeing the teaching, advisement, clinical management, and student learning assessment of the graduate nursing program to the Graduate Program Coordinator.

Faculty

Faculty participates in the governance of the Delta State University Robert E. Smith School of Nursing (SON) through meetings of the Faculty Organization Committee (FacOrg). Additionally, faculty members serve on (SON) standing, task force, and ad hoc committees.

Staff

Additional employees in the Delta State University Robert E. Smith School of Nursing include an Administrative Secretary, who serves as the dean's administrative assistant, and a Senior Secretary, who serves the Chair of Nursing and Health Sciences and faculty members.

Students

Students participate in the Delta State University Robert E. Smith School of Nursing governance by serving as non-voting members of the Faculty Organization Committee and School of Nursing standing committees: Student Affairs and Faculty Development, Program Effectiveness, Simulation and Curriculum, and Undergraduate/Graduate Committee.

CONCEPTUAL ORGANIZATION OF NURSING PROGRAM

Philosophy

The philosophy of the faculty of Delta State University Robert E. Smith School of Nursing is consistent with the vision, mission, and guiding principles of the University.

Faculty believe clinical and theoretical scholarly inquiry fosters the development of the nursing profession.

Society is an organizing framework composed of individuals, families, and communities that is governed by morals, ethics and laws. We believe that each individual is unique and possesses the right to informed choices in the attainment of health care services.

Health is a dynamic state of being influenced by the spiritual, cultural, psychological, physical and societal components, which interact with the environment. The state of health is influenced by the perception of the individual and society. Nursing facilitates the health status of the individual through interacting with systems, assisting in the movement toward an optimum level of well-being.

Nursing embodies the art and science of caring, which is the nurturing, skillful act of being with another to promote optimum health and derives its mission of service from societal needs.

Origination: 12/96

Graduate Program Learning [Student] Outcomes

Master of Science in Nursing [MSN] Degree Program
Post Master's Certificate Programs

1. Integrate nursing, related sciences, and emerging evidence to influence healthcare practice.
2. Apply advanced knowledge, skills, and competencies to design, implement, and evaluate person-centered care.
3. Integrate individual and population-based health strategies to address global healthcare needs.
4. Translate theory and research to provide evidence-based nursing practice.
5. Integrate quality and safety principles throughout care delivery.
6. Foster professional partnership to strengthen the delivery of care and work environment.
7. Coordinate resources to provide safe, quality, and equitable care to diverse populations within complex health systems.
8. Promote the use of information and communication technologies to provide safe, quality, and cost-effective healthcare.

9. Model professional expectations and ethical behaviors in practice and leadership roles.
10. Employ leadership skills and strategies to advocate, mentor, and function within professional teams.

Origination: 05/2023

Doctor of Nursing Practice [DNP] Program

1. Develop and evaluate new practice approaches based on science from nursing and other disciplines.
2. Employ leadership skills to design and evaluate strategies that improve care delivery and outcomes for diverse populations.
3. Lead interprofessional teams and partnerships to analyze and improve health outcomes for individuals, families, and communities.
4. Assume a leadership role in the application and dissemination of best evidence for practice to promote efficient, effective, and equitable patient-centered care.
5. Design, influence, and implement health care and ethical policies that affect financing, practice regulation, access to care, and outcomes for individual, families, and communities.
6. Analyze scientific data and synthesize concepts to develop, implement, and evaluate interventions that address health promotion and disease prevention for culturally diverse populations.
7. Utilize and evaluate information and communication technologies to improve health care and to implement change in health care systems.
8. Utilize advanced clinical judgment and specialty focused competencies to improve the care of diverse populations.

Origination: 1/2013

ADMISSION REQUIREMENTS

Documentation Requirements

It is the responsibility of the student to provide and maintain current documentation required by the Delta State University Robert E. Smith School of Nursing (SON) and other agencies. Examples of required documentation include certifications, licensures, insurance(s), vaccinations, criminal background checks, physical and health history, screening tests and titers.

Students will not receive a course registration PIN # until all required documents are on file in the School of Nursing. A student who fails to submit current documents by the designated date will not be allowed to participate in any course (on-campus or online) or clinical activities. Absences will be recorded.

The Senior Secretary in the School of Nursing documents student compliance in Typhon NSST. Faculty and students have access to the completion dates and expiration dates for all required documentation in Typhon NSST. Prior to granting approval for a student to begin a clinical rotation, faculty verify that all current required documentation is on file in the SON.

I. Basic Life Support Certification

All students must show evidence of Basic Life Support (BLS) certification for Health Care Providers Course through the American Heart Association by the designated date of the semester enrolled. This certification must remain current throughout the program of study.

II. Criminal Background Checks

Delta State University Robert E. Smith School of Nursing requires criminal background checks (CBCs) on students accepted into any nursing program (BSN, RN-BSN, MSN, Post-Master Certificate, DNP) per section 43-11-13, Mississippi Code of 1972 as amended. The Mississippi Institutions of Higher Learning (IHL) requires that all students enrolled in a Mississippi School of Nursing must satisfy a criminal background check.

- Therefore, all students must have a current (within the last two years) criminal background check upon admission and enrollment in the program.
- Students who continue to progress without a break in enrollment will complete and sign a *Disclosure Statement* annually (per section 37-29-232 of Mississippi Code of 1972 annotated) until the current criminal background check expires or graduation from the program occurs (Appendix A).
- Students who continue to be enrolled in the program and the criminal background check expires will be required to complete a new criminal background check with fingerprinting.
- Students who have a break in enrollment of at least two semesters in the degree or certificate program are required to complete a new criminal background check with fingerprinting.

If students do not have a current (within the last two years) criminal background check, students must obtain a criminal background check by either scheduling an appointment for digital fingerprinting or requesting a fingerprint card from the School of Nursing Secretary to be fingerprinted by a local police or sheriff's department.

Prior to fingerprinting, students will be required to sign a *Noncriminal Justice Applicant's Privacy Rights Form* (Appendix B) allowing the Delta State University Robert E. Smith School of Nursing to fingerprint and receive a copy of the CBC results.

Submission of the criminal history record for review by the Chair of Nursing and the criminal background check results to clinical agencies is obtained from students by signing the *Criminal History & Background Check Release Form* (Appendix C) prior to fingerprinting.

- Students who receive a letter with possible disqualifying events, will be notified to submit a criminal history record to the Chair of Nursing for review. Based on the findings from the criminal history record, a decision will be made by the Chair of Nursing for the student to either continue enrollment or be dismissed.

Students are responsible for the processing fee of the CBC. The fee is included in the Robert E. Smith School of Nursing lab fees for the generic BSN students ONLY. The processing fee for fingerprinting is $50.00 if completed through Robert E. Smith School of Nursing. Students must ensure a copy of the CBC results or *Disclosure Statement* is on file in the School of Nursing by the specified date.

III. Health Insurance

Health insurance is the responsibility of the student, including any health care expenses incurred while a student. A student enrolled in at least six (6) semester hours is eligible for low-cost health/accident insurance protection through the University. Proof of health/accident insurance is required upon admission and annually.

IV. Licensure

All RN or Nurse Practitioner students must provide proof of a current unencumbered registered nurse license or nurse practitioner license to practice in the state in which the student will perform clinical. Individuals who hold a restricted license may or may not be eligible for admission or to continue in the program.

V. Physical Exam and Health Requirements

Student Health Record

All students must have a history and physical examination completed with required immunizations and screenings as stated on the School of Nursing Student Health Record form (Appendix D) prior to beginning the program. Part I of the Student Health Record is completed by the student. Part II of the Student Health Record is completed by a healthcare provider. The expense of the physical examination and immunizations/screenings are the responsibility of the student.

Immunizations

Students are required to provide documentation of immunization completion or progression (Immunization Certification 121 Form) upon admission to the nursing program unless shown to be immune or medically at risk.

Those students who decline or who are unable to receive any immunization/vaccine due to medical risk must complete and sign the Vaccination Declination Form (Appendix E).

1. **MMR** – Two (2) doses OR
    a. Titer

2. **Tdap** – One (1) dose
    a. Then one (1) booster every 10 years

3. **HepB** – 2 or 3 dose series depending on vaccine OR
    a. 2-dose series Heplisav-B at least 4 weeks apart
        i. 2-dose series HepB only applies when 2 doses of Heplisav-B are used at least 4 weeks apart
    b. 3-dose series Engerix-B or Recombivax HB at 0, 1, 6 months
        i. minimum intervals:
            1. 4 weeks between doses 1 and 2,
            2. 8 weeks between doses 2 and 3,
            3. 16 weeks between doses 1 and 3 OR
    c. 3-dose series HepA-HepB (Twinrix at 0, 1, 6 months
        i. minimum intervals:
            1. 4 weeks between doses 1 and 2,
            2. 5 months between doses 2 and 3 OR
    d. Titer after 2nd injection

4. **Varicella** – Two (2) doses OR
    a. Titer after 1st injection OR
    b. Documentation of chickenpox from a healthcare provider

5. **Influenza** – Annual – Expiration Date
    a. Graduate nursing students must provide documentation of an influenza vaccination by October 1st.
    b. Students who decline the influenza vaccination must sign the Vaccination Declination Form and follow any other requirements of the current clinical agency.
        i. A clinical facility has the right to require that a mask be worn the entire flu season if the influenza vaccine is declined.
    c. Students will not be allowed to attend clinical until the requirements are met.

Tuberculosis Test (TBT)

1. **Students without documentation of TBT in past 12 months and no previous positive TBT (Option a or b)**
    a. Two Step Tuberculosis (TB) Screening
        i. 1st test administered and read within 48 to 72 hours
        ii. 2nd test administered 1-3 weeks after 1st test and read within 48 to 72 hours
    b. QuantiFERON-TB test (QFT) or QuantiFERON-TB Gold test (QFT-G)

2. **Students with documentation of TBT in past 12 months**
    a. Current (within past 12 months) TBT on file in School of Nursing

3. **Students with documentation of previous positive TBT (Option a or b)**
    a. Chest x-ray
    b. QuantiFERON-TB test (QFT) or QuantiFERON-TB Gold test (QFT-G)

VI. Professional Liability Insurance

All students are required to have professional liability (malpractice) insurance prior to participation in any clinical. The Delta State University Robert E. Smith School of Nursing offers a blanket policy for students [in the student role ONLY]. The fee is included in Delta State University Robert E. Smith School of Nursing lab fees.

Technical Standards for Admission

Selection of qualified students for admission to the Delta State University Robert E. Smith School of Nursing is the responsibility of the faculty acting through the graduate program. Responsibility for advisement towards progression and certification of students for BSN, MSN, or DNP degrees also lie with the faculty.

Admission to and progression in a program offered by Delta State University Robert E. Smith School of Nursing is not based on the following technical standards, but these standards facilitate qualified applicants and students in determining whether accommodations are appropriate or necessary. For the purpose of this document, a qualified individual is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the Program (Southern Regional Education Board, SREB, 2004). Delta State University provides an Academic Support Lab Coordinator who is available to provide assistance and assessment of students with identified disabilities.

Nursing is defined by a task force of the SREB Council on Collegiate Education of Nursing as: a practice discipline with cognitive, sensory, affective and psychomotor performance requirements. Award of the BSN degree signifies that the graduate is prepared for entry into the practice of nursing.

If they are to function in this manner, nursing students must have somatic sensation and the functional use of the senses of vision and hearing, and equilibrium. They must have sufficient communication and motor skills to perform the activities described in the sections that follow.

Students also must be able to consistently, quickly, and accurately integrate all information received by the sense(s) and have the intellectual and critical thinking ability to learn, integrate, analyze and synthesize data, and the appropriate behavioral and social skills for client and health team interaction.

The admissions committee of the Robert E. Smith School of Nursing, in accordance with Section 504 of the 1973 Vocational Rehabilitation Act and the American Disabilities Act (PL101-336), has established the essential functions of students in the schools' educational programs. Contact the Dean's office if you believe this may apply to you. For additional information, contact the Delta State University Office of Disability Services.

The essential functions in this document can be accomplished through direct student response, the use of prosthetic or orthotic devices, or through personal assistance, i.e., readers, signers, note-takers. The responsibility for the purchase of prosthetic or orthotic devices serving a student in meeting the abilities noted remains with the student. The School of Nursing will assist with this accomplishment, as required by law and institutional policy.

Upon admission, a student who discloses a properly certified disability will receive reasonable accommodation but must be able to perform the essential functions of the educational curriculum and meet the standards described herein for the educational program. Possible accommodations include opportunities for individual and group counseling, peer counseling, linkages with community services, faculty advisory committees whose members are aware of disabled students and their needs, career counseling, assistance with job searches and interview skills, and extended test-taking time, if and when appropriate.

Students seeking accommodations must initiate their request with the Dean. Students must request accommodations for classroom, laboratory, and assigned clinical activities.

1. **Observation** - The nursing student must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the senses of vision, hearing, and somatic sensation. It is enhanced by the functional use of the sense of smell.
2. **Communication: Auditory and Visual Senses** - A nursing student should be able to effectively use verbal and written forms of communication to speak, to converse with clients and health team members. Students must be able to hear and to have adequate visual skills to observe patients in a sensitive manner. A nursing student should be able to elicit information, describe changes in the client's mood, activity and posture, to perceive nonverbal communications, and to assess client, family and health team member needs. The student also must be able to communicate effectively in oral and written form with all members of the health care team.
3. **Motor Skills and Tactile Sense** - Students should have sufficient motor and tactile function to effectively assess clients by palpation, auscultation, percussion and other diagnostic means. A student should be able to execute the motor movements reasonably required to provide general and emergency care to patients, including, for example, resuscitation, the administration of intravenous medication, and the application of pressure to control bleeding. Such actions require

coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

4. **Intellectual: Conceptual, Integrative, Quantitative, and Critical Thinking Abilities -** These abilities include measurement, calculation, reasoning, analysis, and synthesis. Critical thinking and problem solving are essential skills.

5. **Behavioral and Social Attributes -** A student must possess the emotional health required to fully use their intellectual abilities, to exercise good judgment, to promptly complete the responsibilities of client management and participation in leadership with the health care team, and to develop mature, sensitive, and appropriate relationships with clients. Students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be flexible and able to adapt to changing environments and capable of functioning in the face of uncertainties inherent in the clinical problems of clients. Students must have interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds. The student's compassion, honesty, integrity, interpersonal skills, interest, and motivation are also important personal qualities.

Transfer Credit for MSN and DNP Degree

The Delta State University Robert E. Smith School of Nursing permits students to transfer up to nine (9) hours of grades of "B" or better for required courses into either nursing graduate degree program (MSN or DNP) or a post-master's certificate. All transferred courses will be listed on the student's program of study. Applicants wanting to transfer credit for prior nursing course(s) taken at another institution must submit a written request with supporting documentation. The request for credit must be submitted and negotiated before admission to a program and not after enrollment. The negotiation process may include revalidation, which could include refresher work followed by a remediation examination and/or competency check-off. Additionally, the Chair of Nursing (CON) will need a copy of course syllabus from each course under consideration for transfer to ensure the equivalency of course content. Only in unusual cases will more than nine (9) hours be approved, and no more than two-thirds of the total hours required for the degree may be transferred from another institution. Transferring more than nine (9) hours requires the recommendation of the Graduate Program Coordinator, the Chair of Nursing, and the approval of the Dean.

Graduate GAP Analysis for Transfer

Students must have a "B" on any of the three "P" courses [Advanced Pathophysiology, Advanced Pharmacology, and Advanced Health Assessment] that they request to transfer into DSU and receive credit. In addition, students must submit the course syllabus for each "P" course for review. It must be approved by the Chair and Dean.

ACADEMIC REGULATIONS AND POLICIES

All students in the Delta State University Robert E. Smith School of Nursing should be aware and knowledgeable of the provisions in the Delta State University Graduate Catalog: https://www.deltastate.edu/academics/wp-content/uploads/sites/36/2025/07/2025-2026-Delta-State-University-Graduate-Catalog.pdf

Policies and regulations, established by the university and/or department, are subject to change as circumstances and revisions are warranted. Policies and regulations should not be considered final or irrevocable. The Dean of Nursing maintains a current statement of approved policies and regulations.

Academic Status

Any student who is concerned about any aspect of their academic standing, including course grade, should discuss the concern with the following individuals in order as an attempt to resolve the concern:

1. Course Faculty Member
2. Course Instructor of Record
3. Graduate Program Coordinator
4. Chair of Nursing
5. Dean of the Robert E. Smith School of Nursing

Each individual should have an opportunity to discuss the concern with the student prior to the student proceeding to the next level. The student's Academic Advisor may be consulted at any time regarding academic concerns. If the academic advisor is also the course faculty, the student may request that the Dean appoint a temporary advisor to assist the student in resolving the course related concern.

Academic Honesty

Students enrolled in a Robert E. Smith School of Nursing course are expected to abide by the DSU Academic Honesty Policy. The policy is available in the link below, included in course syllabi, and in the SON Code of Ethical and Professional Conduct.
https://deltastate.policystat.com/policy/14769733/latest

Student Honor Pledge

The Student Honor Pledge (Appendix F) will be signed by each student in all programs initially upon entering the specific degree program. It is at the discretion of each faculty to have the Student Honor Pledge signed in each individual course.

Artificial Intelligence (AI) Policy

Artificial Intelligence (AI) assistance can be a helpful tool in some situations, but not always in an academic setting. The Robert E. Smith School of Nursing has established a policy regarding the use of AI in completing course assignments, tests, activities, and during clinical rotations. This policy will help guide students in making responsible AI decisions to avoid policy violations and sanctions. Course instructors may require you to sign an AI policy

acknowledgement. The complete policy is located in (Appendix N)

Advisement/Course Registration

Assigned Faculty Advisor

Each student is assigned a faculty advisor to assist them with academic concerns, planning the program of study, and assisting with graduation requirements. The student and advisor can meet as frequently as necessary **but must meet once each semester to review progress**. Appointments

may be requested by either faculty or student; however, it is the responsibility of the student to schedule the regular semester appointment. These scheduled meetings may occur face-to-face, by phone, email, or virtual conferencing to accommodate distance education students.

Course Registration

The time schedule of registration events is published in the University Academic Calendar available on the DSU Academics home page and in the DSU Graduate Catalog. In planning his/her program of study, each student has an assigned faculty advisor. Detailed instructions regarding the distribution of PIN numbers and online registration procedures will be provided when students present for advisement each semester.

Attendance

Regular and punctual attendance at all scheduled classes (on-campus or online), clinical, and Delta State University Robert E. Smith School of Nursing activities is expected of all students and is regarded as integral to course credit.

Class Attendance

Class attendance in the graduate nursing program is recorded according to Delta State University's Class Attendance Policy: https://deltastate.policystat.com/policy/14770268/latest If the student must be absent from a class time due to an emergency or medical illness, the appropriate faculty member must be notified prior to the beginning of the class. If unable to reach the appropriate faculty member, the student must then notify the Delta State University Robert E. Smith School of Nursing. (An answering machine will pick up when staff is not available). Failure to notify faculty will result in an unsatisfactory grade if not within 24 hours. Each student is directly responsible to their individual class faculty for absences and tardiness.

Clinical Attendance

Clinical attendance is defined as face-to-face clinical experiences, observations, other required meetings, online attendance requirements, or any other requirement as set forth for clinical learning experiences in the course calendar or syllabus.

Regular and punctual attendance at all clinical learning experiences is expected of all students. Absences can lead to an unsatisfactory in clinical and therefore a failure in the course. If the student must be absent from a clinical learning experience due to an emergency or medical illness, the appropriate faculty member must be notified prior to the beginning of the clinical learning experience. If unable to reach the appropriate faculty member, the student must then notify the agency unit and the Delta State University Robert E. Smith School of Nursing. (An answering machine will pick up when staff is not available). Failure to notify faculty will result in an unsatisfactory clinical grade. Each student is directly responsible to their individual clinical faculty for absences and tardiness.

Tardiness

Students are to be on time for all theory and clinical experiences [on-campus or off-campus]. (Tardiness is defined as less than 15 minutes late). One absence will be recorded for each three times a student is tardy. Students not present when attendance is taken [classroom, online meeting,

on-campus skills/simulation lab, healthcare facility, community event, etc.] will be recorded as absent. It is the student's responsibility to notify the faculty member of his/her presence.

Program Dismissal

Academic

Students who earn grades of "C", "D", or "F" will be dismissed from their degree program. Requests for reinstatement to a graduate program must be approved by the college or school dean.

Non-Academic

A student deemed to be unsafe, unprofessional, or unethical will be notified in writing by the Chair of Nursing (CON) of his/her dismissal from the program.

Evaluation of Courses, Faculty, Clinical Agencies, Programs

MSN and DNP students are expected to objectively and constructively evaluate each nursing course, faculty member, clinical agency, and program.

1. During the last few weeks of each semester the students will complete evaluations for each course (didactic and clinical), faculty members assisting with each course, and clinical agencies used for learning experiences. During the final semester, the students will evaluate the entire program of study. During the Spring semester, library services will also be evaluated.
2. After all grades have been submitted to the Registrar's Office, the completed evaluation data will be provided to appropriate faculty for review.
3. Data from student responses will be considered in revising course content, instructional methods, and each program curriculum.

Grading System

The grading system for academic courses at Delta State University is a five-letter format as follows: A-excellent; B-good; C-satisfactory; D-poor; F-failure. To these marks, the following quality point values are assigned: A-4; B-3; C-2; D-1; F-0. These values are termed quality points per semester hour of credit. A grade of "B or better" is required for successful completion of both a clinical course and the accompanying theory course in the MSN and DNP programs. A grade of "B" or better is required for all core and/or role courses in the MSN and DNP programs.

The letter "I" indicates that work is incomplete due to providential causes. A grade of "I" must be removed by the day grades are due for the next fall or spring term, regardless of enrollment, or the "I" will automatically become an "F". This requirement does not apply to research or practicum courses, which can award the grade of "IP" (in progress). A grade of "NS" will be assigned to courses for which a student registers but fails to actively participate in an online course.

The grading scale for students in the Delta State University Robert E. Smith School of Nursing graduate program: A = 92-100; B = 83-91; C = 76-82; D = 65-75; F = below 65. <u>Grades will not be rounded.</u> The recommended grading technique is number correct over number possible.

If a graduate course is repeated, the second grade does not replace the first grade – both grades

will appear on the student's transcript and will be used to compute the cumulative GPA. A course may be repeated only once.

Graduation

In order to graduate from Delta State University, the student must:

- Meet all the criteria for graduation, as set by the University,
- Successfully complete the course of study as outlined in the Delta State University Graduate Catalog,
- Meet all graduation requirements set by the School of Nursing and
- Complete an online application for a degree two semesters prior to graduation.

It is the responsibility of the student to ensure that official transcripts containing credit for required courses completed at other colleges/universities be submitted to the University Registrar's Office prior to graduation.

Delta State University has both a Fall (December) and Spring (May) commencement ceremony.

Grievance

Academic - Graduate

Formal student grievances regarding the actions of an instructor shall proceed according to the University policy as follows: https://deltastate.policystat.com/policy/14770300/latest

Non-Academic

The right to each student to resolve grievances with the University is affirmed and specific appeal procedures are herewith established to assure timely and appropriate consideration of each grievance. Student grievances generally originate at the department level and the resolution of the grievance is sought at the department level. The link to the Non-Academic Grievance Policy is: https://deltastate.policystat.com/policy/16387463/latest

Progression

Satisfactory Progression in the Graduate Program

Upon admission into the Master of Science in Nursing (MSN) or Doctor of Nursing Practice (DNP) Program:

1. A Grade Point Average (GPA) of 3.0 must be maintained.
2. A grade of "B" or better is required in all clinical courses:
    a. The student will be dismissed from the program of study if any of the following occurs:
        - Student earns a "C", "D", or "F" in a course
        - Student earns lower than a "B" in any course during the program
    b. The student will be eligible to seek readmission only once.
3. Students who withdraw from a nursing course with an accompanying clinical course during the designated deadline will withdraw from both the theory and clinical courses. Students who want to withdraw from a nursing course after the designated deadline will have to petition to the Dean of Nursing. The petition request must include a formal letter indicating the withdrawal request and the extenuating

circumstances or personal hardship that either prevented the student from withdrawing from the course by the designated deadline or prevented the student from completing the course. Supporting documentation of the extenuating circumstances or personal hardship that caused the need to withdraw must be attached to the letter. Following review by the Dean, a decision will be rendered to the Provost's office who will make the final decision.

4. Students who earn a "C" in a clinical course will be withdrawn from the accompanying theory course with a "W". At no time will a student be allowed to remain in a nursing course if a grade of "C" is earned in the accompanying clinical course.
5. A grade of credit (CR) or no credit (NC) is awarded in the MSN courses of NUR 687 Research Project. MSN students must earn 3 credit hours (CR) in NUR 687 Research Project to meet degree requirements.
6. FNP students must successfully complete one of the following to meet MSN or DNP degree (post BSN and post Master's non-FNP) and certificate (post Master's) requirements:
    - HESI APRN-FNP Exam with a score of 800 or better; or
    - APEA Post-Predictor University Exam with a score of 70% or better; or
    - Subsequent Standardized Exams with 70% or better
7. Students will be dismissed from the program for unsafe practice, dishonesty, unethical, fraudulent, or illegal conduct.
8. Students are to adhere to the *American Nurses Association Code for Professional Nurses* and the *Robert E. Smith School of Nursing Code of Ethical & Professional Conduct*.

Reinstatement to Graduate Program

A student dismissed from the graduate program for one failure (Academic Dismissal) is eligible for consideration of reinstatement to the Program only once.

Application for Reinstatement process:

1. Submit a letter requesting reinstatement to the CON no later than the end of the next regular term from the date of dismissal.
2. The CON will review the letter with the appropriate faculty member(s).
3. The CON will notify the student in writing of the decision on reinstatement no later than five (5) working days from the received date of the applicant's letter.

If reinstatement is denied, the applicant may, within five (5) working days of the receipt of the decision, appeal the decision to the Dean of the Delta State University Robert E. Smith School of Nursing. The Dean will render a decision and inform the applicant in writing within five (5) working days of receipt of the appeal. The decision of the Dean is final.

Program Progression Following Reinstatement

Following reinstatement, the CON and faculty will determine appropriate course sequencing for the student.

Technology

Students must have access to a computer (according to the specifications by DSU OIT department), internet service with a recommended browser of Firefox to support the DSU LMS [Canvas]; headphones; MSWord (doc or docx); and PowerPoint (ppt or pptx).

Withdrawal from the University

Students wishing to withdraw from the University must adhere to the withdrawal process as described in the Delta State University Graduate Catalog.

Withdrawal from University Form:
https://www.deltastate.edu/PDFFiles/Registrar/UniversityWithdrawal_v2.pdf.pdf

Withdrawal from University Instructions:
https://www.deltastate.edu/PDFFiles/Registrar/UniversityWithdrawal_Instructions_v2.pdf.pdf

PROFESSIONAL CONDUCT

Students are members of the academic community and citizens of the local community. As citizens, students enjoy the same freedom of speech, peaceful assembly, and right of petition that all citizens enjoy. Students have the responsibility to know and obey the laws of the United States, the State of Mississippi, and the local government.

Students are always accountable for their behavior. Students who demonstrate a lack of accountability for their behavior will be liable for sanctions as outlined in the Delta State University Student Handbook, Robert E. Smith School of Nursing Graduate Student Handbook, and the *Delta State University Robert E. Smith School of Nursing Code of Ethical & Professional Conduct* *https://www.deltastate.edu/nursing-health-sciences/resources/* . Students are responsible for knowing and using appropriate channels of communications as described in the Delta State University Graduate Catalog, Delta State University Student Handbook, and the Robert E. Smith School of Nursing Graduate Student Handbook. Students have the right to freedom from discrimination based on race, color, religion, sex, age, disability, veteran status, marital status, or national origin.

Student Conduct

Delta State University

Students at Delta State University are expected to conduct themselves in keeping with generally accepted principles of our society and the University community. The regulations and disciplinary process for the University are located in the Delta Student University Student Handbook https://www.deltastate.edu/students/handbook/

Robert E. Smith School of Nursing

A student enrolled in the Robert E. Smith School of Nursing is expected to know and adhere to the *Robert E. Smith School of Nursing Code of Ethical and Professional Conduct*.

Student conduct includes the practice of personal and professional integrity and thus, is respectful of the dignity, rights, and property of self, other students, faculty, staff, clients/patients, and visitors on University property or non-University property used for nursing students' educational experiences.

Student conduct affects the University and the School, the members of the University academic community, and the fulfillment of the University and School's mission. The Delta State University Robert E. Smith School of Nursing faculty and administration believe that it is important to practice and develop ethical standards among nursing students. The Delta State University Robert E. Smith School of Nursing also expects the highest standard of conduct from its students.

Professional Behaviors

A student enrolled in the Delta State University Robert E. Smith School of Nursing is expected to adhere to the *Delta State University Robert E. Smith School of Nursing Code of Ethical & Professional Conduct.* The behavior of the Delta State University Robert E. Smith School of Nursing student is furthermore governed by the *American Nurses' Association Code of Ethics for Nurses* (2025).

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. A nurses' primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.
3. The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.
4. Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.
5. The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
6. Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
7. Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
8. Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.
9. Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
10. Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

The Delta State University Robert E. Smith School of Nursing reserves the right to dismiss, to deny admission, registration, readmission or graduation to any student who, in the judgment of the Delta State University Robert E. Smith School of Nursing, is determined to be unsuited for the study or practice of nursing.

Tobacco Use

Delta State University has been designated as a tobacco-free campus. Therefore, the use of tobacco or vaping products are prohibited and the university policy is adhered to by students across all program levels. https://deltastate.policystat.com/policy/15370229/latest

CLINICAL POLICIES AND PROCEDURES

Clinical Policies and Procedures are provided to students each semester in a separate handbook within the clinical course titled ***Clinical Handbook for Nurse Practitioner Students and Preceptors.***

Emergencies

Should an emergency arise in transit to a facility or class, it is the student's responsibility to notify the course IOR or assigned clinical faculty and the preceptor.

Patient Safety in the Clinical Setting

To provide for the safety of clients at all times, students are expected to validate safety during the skills laboratory and clinical experience. If a student is believed to be a threat to client safety, the faculty member will complete the Incident Report Form (Appendix H), notify the Instructor of Record, Graduate Program Coordinator, and CON, and schedule a conference with the student.

Procedure for Completion of an Incident Report Form

In the event of an incident occurrence or an issue of concern at a clinical and/or campus site, the following steps should occur:

1. The Preceptor and/or the Student should contact the Instructor of Record and the assigned Clinical Instructor immediately. Office and cell phone numbers are provided to the preceptors at the beginning of the clinical rotation. Office and cell phone numbers are provided to the students through courses in the learning management system.
2. The Incident Report Form (Appendix H) should be completed by the preceptor and/or the student within 24 hours of the incident. The form should be delivered either in person or mailed to:

   Delta State University
   Robert E. Smith School of Nursing
   PO Box 3343
   Cleveland, MS 38733

3. The Instructor of Record and the assigned Clinical Instructor will schedule an appointment with the student to discuss the incident.
4. A written response of action(s) taken will be provided to the Preceptor (if applicable) and student.
5. The Incident Report and response will be filed in the Graduate Program Coordinator's office.

Transportation

Transportation to clinical agencies is not provided by the Delta State University Robert E. Smith School of Nursing.

TYPHON

TYPHON (Nurse Practitioner Student Tracking – NPST) is used to maintain clinical site/preceptor information, to track expiration dates for clinical requirements (licensure, BLS, TB skin test, malpractice insurance, etc) to enter clinical experiences, and to build a personal

portfolio. On-line tutorials and help features are also available for students as needed.

It is the student's responsibility to notify the faculty member if required documentation completion dates or expiration dates are inaccurate or a clinical site and/or preceptor are not available in TYPHON.

SCHOOL OF NURSING POLICIES

Change of Name/Address/Phone Number

When a student legally changes his/her name and/or address, it must be reported to the Registrar of the University and the Faculty Secretary of the Delta State University Robert E. Smith School of Nursing. A current phone number should also be available in the student file. It is the student's responsibility to provide the Faculty Secretary with current contact information.

Course Syllabi

The course syllabus is a course guide and is not a contract. To meet varying educational and time requirements, it may be changed or modified by the faculty member at any time without prior notice. Students will be notified at the next class meeting or immediately through the learning management system of any course syllabi changes.

Course Time Limit

The School of Nursing will not accept course credit completed more than 6 (six) years prior to the date of application to the graduate program. However, course work may be revalidated with permission of the graduate advisor, CON, and Dean. A student is eligible to revalidate up to 2 (two) courses. The revalidation process may include refresher work followed by satisfactory performance on a revalidation examination and/or competency check-off. From the date the revalidation process is approved, the student has a maximum of three months to complete the process. A revalidation examination fee may be charged. In special cases, and with approval of the department chair, the Dean of the Robert E. Smith School of Nursing may waive revalidation and accept course work more than 6 (six) years old.

Coursework

Any coursework completed during the semester must be viewed and copied by the student during that particular semester. Once the semester is concluded and coursework filed, no student will be allowed to remove coursework from the file folder.

Enrollment in Graduate Coursework

Undergraduate students may enroll in up to 9 (nine) non-degree graduate hours if they are within 6 (six) hours of graduation or are eligible for graduation, have a 2.75 graduate GPA and approved by the graduate Graduate Program Coordinator, Chair of Nursing, and Dean. Graduate students enrolled in graduate coursework do not complete an application for admission to graduate school until after they have completed the baccalaureate degree.

Guidelines for Papers

The required guide for the preparation of papers:

American Psychological Association. (7th edition). *Publication manual of the American Psychological Association.* Washington, DC: Author.

Late Assignments

All course assignments are due by 11:59 pm on the assigned date. Assignments may be submitted prior to the due date and time. All graduate online courses will adhere to the Point Deduction Policy for Late Assignments.

Point Deduction Policy for Late Assignments

All course assignments should be submitted on or before the assigned due date and time to the appropriate faculty members unless approved by the faculty member. A point deduction option means that assignments submitted up to five (5) days after the assigned due date and time will receive a five-point deduction for each day late. Under this option all assignments submitted more than five (5) days past the assigned due date and time, **for whatever reason unless prior approval has been given**, will receive a grade of zero.

Leave of Absence

Students may be granted a Leave of Absence for legitimate personal, medical, military, or other appropriate reasons. A student who has returned the acceptance letter and is admitted to the nursing program, but, has never attended class is not eligible to take a Leave of Absence.

A Leave of Absence will not be granted without prior approval. Upon return from a Leave of Absence, the student will re-enroll and pay all tuition and fees appropriate for the period of re-enrollment. Students who fail to return to the academic program within the specified time **will be automatically withdrawn from the program.**

Personal Leave of Absence

Students may be granted a Personal Leave of Absence for a period of time **not to exceed one year** for legitimate health, personal, or other appropriate reasons.

To request a Personal Leave of Absence, the student must:

1. Be in good academic standing
2. Notify the Chair of Nursing (CON) in writing of the request to take a Personal Leave of Absence
3. Obtain approval for the Personal Leave of Absence from the Chair of Nursing (CON)
4. Inform the CON in writing of intentions regarding future enrollment [September 01 for return in spring and April 01 for return in fall]

Medical Leave of Absence

Major Medical Events

Students enrolled in the Delta State University Robert E. Smith School of Nursing must immediately report any major medical event which will cause absence from class, clinical or other course requirement. Before returning to the program, the nursing student must submit a School of Nursing Medical Release Form (Appendix H) to the CON. Forms are available in the School of Nursing Senior Secretary's office.

Pregnancy

Students enrolled in the Delta State University Robert E. Smith School of Nursing must immediately report any pregnancy - as potential hazards to the pregnant woman or fetus may exist in clinical settings. The Pregnancy Form (Appendix I) must be completed and signed by the nursing student and health care provider as soon as the pregnancy is confirmed. Before returning to the class/clinical at the end of the pregnancy, the student must submit the completed School of Nursing Medical Release Form to the CON. Forms are available in the School of Nursing Senior Secretary's office.

Military Leave of Absence

Students who are required to complete military duties while enrolled in a nursing program must notify the CON immediately. The CON and student will schedule a time to meet with course faculty to develop a plan for completing the nursing program after completing the military obligations.

Parking

All motor vehicles parked on campus must be registered with the Delta State Police Department. Color-coded parking decals will be issued and cars are to be parked in designated areas. Cars parked in improper areas will be ticketed. Students who need to access a handicapped parking space will need to obtain a special parking permit. To park in the School of Nursing parking lot, a special parking permit will need to be obtained from the secretary to the Chair of Nursing.

Religious Holiday Observance Policy

Delta State University Robert E. Smith School of Nursing (SON) faculty, staff, and students seek to respect and support the diverse religious traditions of the members of the School of Nursing community. As part of this commitment, the School of Nursing makes a reasonable effort to allow members of the community to observe a religious holiday, consistent with the department's obligations, responsibilities, and policies.

Faculty and staff planning for academic and extracurricular activities is done with sensitivity to the diverse religious commitments of the community and an awareness of religious holidays. Scheduling large-scale, one-time academic or extracurricular events on a religious holiday will be avoided whenever possible.

Students who expect to miss a scheduled class, test, exam, assignment, or clinical due to the observance of a religious holiday should complete and submit the Religious Accommodation Request Form (Appendix J) to the SON Graduate or Graduate Program Coordinator during the first week of the semester.

A student who adheres to the policy and obtains an excused absence due to the observance of a religious holiday shall be permitted the opportunity to make up a test/exam [date and time to be determined by course IOR] and/or extend and assignment due date to the day after the religious holiday.

Absence from classes, examinations, or clinical rotations for religious reasons does not relieve students from the responsibility for any part of the course work required during the absence. The student is responsible for completing missed assignments, tests, exams, and clinical, etc. within the specified timeframe determined by the course IOR.

Should a disagreement arise over the implementation of this policy, the matter should be taken to the Chair of Nursing. If no resolution is reached at that level, the issue will be resolved by the Dean and his/her decision shall be final.

Retention of Course Materials/Records

Student's tests, papers, exams, etc., called point sources, and from which grades are derived will be retained by the individual faculty member or the faculty secretary for a minimum of 12 months after graduation and successful completion of Certification Exam for FNP students. Student point sources become the property of the Delta State University Robert E. Smith School of Nursing.

Scholarships

A listing of scholarships is available online at the Delta State University Robert E. Smith School of Nursing website. https://www.deltastate.edu/admissions/scholarships/

Standard/Universal Precautions

Policy and Guidelines for Standard Blood and Body Fluid Precautions

1. The Delta State University Robert E. Smith School of Nursing utilizes the Centers for Disease Control's recommendations related to universal blood and body fluid precautions as presented in the Morbidity and Mortality Weekly Report (MMWR). Because information changes as new knowledge develops, students and faculty are responsible for utilizing the most recent information available. Students should follow the CDC guidelines for the most current precautions.
2. Prior to any contact with clients for clinical experiences, students will complete universal blood and body fluid precautions training.
3. If a student has a parenteral or mucous membrane exposure to blood or other body fluids or cutaneous exposure (especially when the exposed skin is chapped, abraded, or afflicted with dermatitis) the student is to follow the policy of the agency which the incident occurs. In the event that the agency has no exposure policy, the student will be referred to Student Health.
4. Students will not practice parenteral injections, venipunctures, or finger sticks on self, each other, faculty or staff.
5. Students will wear gloves when providing post-mortem care in a hospital setting.

HIV Status

Nursing students who perform "exposure prone" procedures have an ethical responsibility to know their HIV status. Nursing students who believe they may be at risk for HIV antibody, HBeAg, or HBsAg have an obligation to be tested, and to report any positive results to the Dean of the Delta State University Robert E. Smith School of Nursing.

HIV Management and Education

Students are provided with both printed and verbal instructions on universal precautions for blood and body borne infections in accordance with applicable CDC guidelines prior to any exposure to clients/patients. Students are also to be provided with appropriate information regarding personal health habits, HIV prevention, and risk behaviors as part of their pre-requisite

clinical preparation. These instructions are to be continually reinforced and clinical supervision to be managed to ensure strict compliance in all clinical learning experiences including well child care, psychiatry, and community health, as well as acute in-patient experiences. All nursing personnel are professionally and ethically obligated to provide client/patient care with compassion and respect for human dignity. No nursing student may ethically refuse to treat a patient solely because the patient is at risk of contracting, or has, an infectious disease such as HIV, AIDS, or HBV. Students should understand and follow rules of confidentiality.

HIV Positive: Students

Students who are HIV positive or who have AIDS may not pose a health risk to other students in an academic or residential setting, but in a clinical setting the CDC guidelines and universal precautions should be followed. Clinical settings which pose additional risk to the personal health of HIV positive students will be identified, and persons affected will be advised of these risks and urged to consult their health care provider to assess the significance of the risks to their own health. Students who know they are infected are urged to voluntarily inform the Dean of the school who will begin to assess the need for necessary modifications/accommodations in clinical education. Such modifications will be crafted on a case by case basis. Any modification of clinical activity of HIV positive students will take into account the nature of the clinical activity, agency requirements, the technical expertise of the infected person, the risk posed by HIV status, functional disabilities, and the transmissibility of simultaneously carried infectious agents.

HIV Post-Exposure Report and Procedures

Immediate antiseptic procedures should be followed after possible exposure. A student has an ethical duty to report to the faculty member in charge or the Dean any accident which exposes him/herself or a patient to a risk of transmission of a blood borne disease. Confidential testing and appropriate counseling will be provided according to the clinical agency's policy following exposure. The student is ethically obligated to be tested for HIV when the patient is exposed to a provider's blood. The CDC guidelines for occupational exposure will be followed if an accidental exposure occurs.

Percutaneous inoculation -needle stick or sharps

Non-needle percutaneous injury -open cuts or abrasions, direct mucous membrane contact, accidental splash, direct hand contact with large amounts of blood or body fluids without glove protection.

Substance Abuse

Delta State University Substance Abuse Policy

Delta State University is committed to maintaining a drug-free environment in conformity with state and federal laws set forth in the Union Controlled Substances Law of the State of Mississippi. For more information, refer to the Alcohol and Drug Abuse Policy in the Delta State University Student Handbook: https://www.deltastate.edu/students/handbook/

Robert E. Smith School of Nursing Substance Abuse Policy and Procedure

Delta State University Robert E. Smith School of Nursing's intent is to maintain learning and teaching environments that are drug and alcohol free in accordance with the Drug-Free Schools and Communities Act Amendments of 1989. It is also the intent of the Delta State University Robert E. Smith School of Nursing that all nursing students be free of any chemical impairment during participation in any activities related to client care in the classroom, campus laboratory, and clinical settings. Therefore, possession and/or use of any substance/drug which may impair cognitive or psychomotor function by a nursing student in the Delta State University Robert E. Smith School of Nursing is strictly prohibited in the classroom, campus laboratory, clinical setting or on campus property/vehicle. Within the scope of this policy, students are prohibited from using, possessing, distributing, manufacturing, selling or attempting to sell substance/drugs. During any time in the student's course of study in the Delta State University Robert E. Smith School of Nursing, neutral selection (random) testing and/or reasonable suspicion testing may be performed as based on the following definitions.

Definitions

- Illegal Drug is defined as any substance, other than alcohol, having psychological and/or physiological effects on a human being that is not a prescription or nonprescription medication.
- Alcohol is defined as ethyl alcohol.
- Prescription medication is defined as a drug prescribed by a licensed provider (copies are to be in student file).
- Nonprescription medication is defined as a drug that is authorized by federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

Neutral Selection (random) Testing

A mechanism of student selection for drug testing at any time throughout the student's course of study in the DSU Robert E. Smith School of Nursing.

Reasonable Suspicion Testing

A reasonable suspicion substance/drug testing based on the belief that a student enrolled in a course of study in the Robert E. Smith School of Nursing has been in violation of the Substance/Drug Policy according to the following:

1. Observable phenomenon, such as direct observation of substance/drug use and/or the

physical symptoms or manifestations of being under the influence

2. Abnormal conduct or erratic behavior such as absenteeism, tardiness, significant deterioration of performance, and/or verbal and physical aggression
3. A report of substance/drug use provided by reliable and credible sources and which has been independently corroborated
4. Evidence that an individual has tampered with a substance/drug test while in a course of study in the Robert E. Smith School of Nursing
5. Information that a student has caused or contributed to an accident in the Robert E. Smith School of Nursing or its affiliated clinical agencies
6. Evidence that a student is involved in the use, possession, sale, solicitation or transfer of substance/drugs while in the Robert E. Smith School of Nursing or its affiliated clinical agencies
7. Evidence of an unaccounted drug loss when the student has had clinical access to those substances/drugs

Clinical Agency

A clinical agency is defined as any agency that has been contracted by the Robert E. Smith School of Nursing to provide learning opportunities for the nursing students. The School of Nursing may test for the following in the Substance/Drug Policy: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), or metabolites of any of these substances, alcohol (ethanol) and any other substance/drug for which the U.S. Department of Health and Human Services has established an approved protocol and positive threshold and which has been adopted by the Mississippi State Department of Health. Furthermore, should an incident occur in clinical agency/agencies, the student will be subject to the policies of that agency governing the use of substances/drugs. Students who are engaged in clinical learning experiences in agencies that require mandatory drug testing are expected to comply.

Procedure

Neutral Selection (random) Testing

Students may be selected for substance/drug testing at any time throughout the student's course of study in the Delta State University Robert E. Smith School of Nursing. Upon selection, the student will be transported to the contracted agency for screening within one hour of notification.

1) Upon receipt of a "non-negative/positive" screening report:
   A. The student will be notified by the Chair of Nursing (CON) and assigned in a non-clinical activity until a report of confirmation is received.
   B. A student interaction form will be completed by the CON.
   C. The CON will notify the Instructor of Record (IOR) of any clinical course.

3) Upon receipt of the confirmation screening report:
   A. If the report is negative, the student will be notified by the Chair of Nursing (CON) of the results and the student will resume scheduled clinical activities.
   B. If the "non-negative/positive" report is confirmed, the student will be notified in writing of official dismissal from the Robert E. Smith School of Nursing and probationary status from the University.

Reasonable Suspicion Testing

When a nursing faculty member observes a student exhibiting behavior indicative of chemical abuse or dependency, the following procedure will be initiated:

1) The faculty member in the course and another faculty member will discuss with the student the behavior observed.
2) If the student admits to use of a substance/drug:
   - A. The Chair of Nursing (CON) will be notified.
   - B. The student will be immediately dismissed from the nursing program
   - C. A student/faculty interaction form related to the conduct or behavior observed will be prepared and signed by the faculty member(s) and Instructor of Record (IOR) within 24 hours of the occurrence and a copy will be placed in the student's confidential file.
   - D. The student will be notified in writing of official dismissal from the Robert E.Smith School of Nursing and of probationary status from the University.
3) If the student denies substance/drug use:
   - A. The faculty member (preceptor/facilitator) will immediately request an observed urine and/or blood sample for the testing of alcohol or performance of a drug screen with the most available contracted agency.
   - B. The student will not be allowed to participate in clinical activities pending laboratory results.
   - C. Upon receipt of a "non-negative/positive" screening report:
     1. The student will be notified by the CON and assigned in a non-clinical activity until confirmatory report is received.
     2. A student interaction form will be completed by the CON.
     3. The CON will notify the IOR of any clinical course(s).
   - D. Upon receipt of the confirmation screening report:
     1. If the report is negative, the student will be notified by the CON of the results and the student will resume scheduled clinical activities.
     2. If the "non-negative/positive" report is confirmed, the student will be notified of official dismissal from the Robert E. Smith School of Nursing and probationary status from the University.
     3. If a test is non-negative or positive, the student will be responsible for the costs of the confirmation testing. The Robert E. Smith School of Nursing will assume the cost for any confirmation drug screens that are negative.
   - E. If the student refuses to submit a specimen as requested:
     1. The CON will be notified.
     2. A student/faculty interaction form will be prepared and filed.
     3. The student will be immediately dismissed from the nursing program.

If dismissed from the Robert E. Smith School of Nursing, the student may apply for a probationary readmission to the Robert E. Smith School of Nursing with written evidence of successful completion of an approved Chemical Dependency program and compliance with After-Care monitoring requirements that are outlined below. The Robert E. Smith School of Nursing will require that any applicant for readmission must meet the same standards as any current applicant for initial admission to the Robert E. Smith School of Nursing; as well as any

additional standards and conditions that the Robert E. Smith School of Nursing may impose related to assurance that the applicant is not chemically dependent, a chemical abuser, or in violation of any law. If probationary readmission is granted, after-care monitoring will be required for the duration of the student's course of study. Failure to abide by after-care monitoring requirements and/or evidence of continued substance/drug abuse or dependency will be grounds for permanent dismissal from the Robert E. Smith School of Nursing without opportunity for application for readmission.

After-Care Monitoring Requirements

1. The following documentation will be submitted by the nursing student to the CON:
    A. Monthly written progress reports that will include the following information:
        1. Copies of results from all random urine and/or blood drug screens.
        2. Information regarding the student's refusal to furnish a urine and/or blood specimen for the purpose of a drug screen.
        3. Verification of attendance for counseling sessions.
        4. Information regarding the student's failure to attend counseling sessions
        5. Incidence of alcohol and drug use
    B. Copies of all new prescriptions and refills.

Confidentiality

All information, reports, statements, memoranda, and test results requested or received by the Robert E. Smith School of Nursing in accordance with the Substance/Drug Policy are confidential communications and may not be used except as allowed by the student or court order.

Testing/Assignment Procedures

General Testing Policy

(Includes exams, standardized tests, or other proctored assignments)

a. Cheating is not tolerated. Refer to the university's "Cheating and Plagiarism" policy.
b. It is the student's responsibility to know their student identification number and all login information. Students who arrive late may be required to schedule a make-up exam with course faculty and follow the missed exam policy.
c. Faculty will not answer questions during tests.
d. No loitering/loud talking in the hallway during testing.
e. Students must notify the faculty if they will not be present for a test.
f. Make-up tests are scheduled at the discretion of the course faculty.
g. Students may not bring the following items into the testing environment: personal items such as purses, backpacks, keychain, bags, hats, food/beverages, mobile phones, smart watches and other electronic devices, textbooks, notes, and other resources unless permitted by the course faculty, online calculators are available in ExamSoft/HESI and the school of nursing provides calculators for all other testing.
h. Faculty members have the right to confiscate such items as deemed necessary. Confiscated items may or may not be returned.

g. Headphones may be required for non-standardized tests and will be required for standardized tests. Students are responsible for the purchase and availability of headphones used for testing.
h. Seats may be randomly assigned by the faculty member(s)
i. Students are required to sign-in and may be asked to show picture ID
j. Students will be granted permission to go to the restroom – only one student at a time will be allowed to the restroom.
k. Scratch paper and pencils will be provided for each student as needed –scratch paper and pencils will be returned to the proctor upon exiting the exam

Non-Standardized Exams

a. Diagnostic Assessment:

i. The instructor may choose to quantify and assess the students' current knowledge of specific subject and to identify student strengths and weaknesses. Types of Diagnostic Assessments may include: pre-tests, self- reflection/assessment, discussion board responses.

ii. A rubric/evaluation tool will be made available to the students that identifies the set of criteria that will be used to evaluate student performance.

b. Formative Assessment:

i. The instructor may choose to evaluate student learning with assessments created to provide ongoing feedback and adjustments to instruction. Types of Formative Assessments may include: homework assignments, reflection journals, informal in-class activities, student feedback of course/instructor performance at *midterm* of the semester, instructor feedback of student performance at *midterm* of the semester.

ii. A rubric will be made available to the students that identifies the set of criteria that will be used to evaluate students' performance for homework assignments, reflection journals, informal in-class activities.

iii. The instructor may choose to provide bonus points or other incentives to promote student participation on midterm evaluations. This information will be made available to all students in that class by the IOR via an announcement in Canvas. When changes in course assignments are made, students will be notified within the course.

c. Summative Assessment:

i. The instructor may choose to evaluate student learning with assessments that are done at the end of a period of learning for the purpose of documenting student proficiency at the time of the assessment. Types of Summative Assessments may include: unit tests, high-stakes exams, final exams, term papers, projects, portfolios, clinical skills performance, student end-of-course/teacher/clinical agency evaluations.

ii. A rubric/evaluation tool will be made available to the students that identifies the set of criteria that will be used to evaluate students' performance for term papers, projects, portfolios, clinical skills performance.

Standardized Exams - Graduate

a) HESI

i. HESI exams are administered in specific semesters while enrolled in the graduate nursing program.

ii. FNP Students – HESI APRN-FNP exam will be administered in the final semester to identify knowledge strengths and weaknesses. An APEA Exam will also be administered during the semester. A minimum score of 800 on at least one of the HESI APRN- FNP Exams or a minimum score of 70% on the APEA Examination will be required. If this score is not achieved, subsequent standardized exams will be administered during the semester with a 70% or better required.

b) Respondus LockDown Browser: Students required to take online exams in Canvas may be required to follow instructor guidelines for using Respondus LockDown Browser with Monitor.

Missed Exams

Students are encouraged not to miss exams. The student who is entitled to a makeup test will be given 24 hours to make arrangements for taking the missed test, after which the student forfeits the opportunity to make up the test and will receive a zero (0). Faculty members reserve the right to design the test format and set date for the makeup test(s). If an exam is missed, the format for the make-up exam is at the discretion of the course faculty, and will be administered at a convenient time identified by the course Instructor of Record (IOR).

If the student misses the scheduled make-up exam, the student will receive a grade of 0% on the exam.

a. A student's absent from class when a test is scheduled is entitled to a makeup test only if prior notification received and evidence is presented to the faculty member that the absence was due to illness or death in the immediate family. If neither of these requirements is met, the student will receive a zero for the scheduled test.
b. If you miss a test or exam because of an illness or a personal/family emergency, you must:
    - E-mail within the Canvas course or telephone your instructor(s) as soon as you know you will not be able to write an exam. It is important to contact your instructor(s) in a timely manner to determine alternative arrangements.
    - If you cannot reach your instructor(s), call or email the Senior Secretary at Robert E. Smith School of Nursing, and leave a detailed message at 662- 846-4255, including the course name, examination date,

instructor's name, your name and 900 number.

- You must submit the medical certificate or other documentation within three (3) working days of the missed test or examination to the course IOR or the Senior Secretary at Robert E. Smith School of Nursing. The course IOR will let your instructor know she/he have received the documentation.
- Read and understand the Graduate Academic Grievance Policy

Test Review

1. Students may review their individual test in the following manner:
2. Rationales as written in the Exam Soft Program directly after the online test
3. Individual test reviews that are scheduled by appointment only with the instructor
4. Instructor-guided review that is offered to the entire class and is scheduled by the instructor.
5. Students are not allowed to bring any items into test review.
6. Students are not allowed to take items [provided during the exam] out of the computer lab – e.g., scratch paper with test questions/rationales/etc.
7. Time frame for review of tests is at the discretion of the instructor.

DSU Testing and Disabilities

a. Students requesting accommodations due to a disability have the following responsibilities:

i. Schedule a meeting with the ADA Coordinator to initiate accommodations processes.

ii. Provide the ADA Coordinator with recent documentation of the disability from a professional who is qualified to make a diagnosis (In most cases the documentation of the disability should be no more than three years old)

iii. Request specific, approved accommodations from professors in a timely manner

iv. Maintain academic requirements of the university

v. Per federal guidelines: Re-request every term you wish to receive accommodations

Remediation Policy (MSN or DNP)

Standardized (HESI) exams will be administered at scheduled times throughout the MSN, Post-Mater's, and DNP programs of study to identify knowledge strengths and weaknesses. A HESI exam for Advanced Health Assessment (NUR 602), Advanced Pathophysiology (NUR 603), and Advanced Pharmacology (NUR 605) will be given during the semester the student is enrolled. At least two HESI-APRN exams and one APEA Exam will be administered while enrolled in NUR 680 Family Nurse Practitioner Review Course (NUR 680).

A minimum HESI score of 800 or better is recommended on each specialty and Exit exam and 70% or better on the APEA Exam. If the required score is not achieved, the student will be advised to complete a detailed plan of study and submit to their assigned faculty advisor and the Course Instructor of Record (IOR) for review and approval.

To meet degree requirements, FNP students must score either an 800 or better on a HESI Exit Exam or 70% or better on an APEA Exam to graduate from the programs and earn either a degree or certificate (depending upon program of study).

In an effort to ensure students succeed and graduate in this program, faculty members developed remediation requirements based upon scores earned on the exams. See the detailed Graduate Remediation Policy (Appendix K).

STUDENT RIGHTS & RESPONSIBILITIES

Students have protection from prejudiced or capricious academic evaluation through orderly procedures directed by the University and the Dean of the Delta State University Robert E. Smith School of Nursing and implemented by the faculty.

Students have the right to be informed in writing of the expected behaviors and standards by which they are evaluated before participating in clinical and classroom activities.

Students have the right to academic evaluations that are based on stated course requirements, objectives, outcomes, and goals. As constituents of the academic community, students are free, individually or collectively, to voice constructive criticism through identified channels on issues of institutional policy, curriculum, and on matters of general interest to the student body without fear of reprisal.

Students have the responsibility to evaluate a faculty member's performance and courses through the established mechanisms.

Students have a responsibility to attend student body/class meetings, to participate in student body activities, serve on faculty/student committees, or to volunteer service when needed.

Students are accountable for their behavior in the clinical areas. Students have the right to negotiate participation in clinical situations that they feel are threatening to personal health or safety.

Americans with Disabilities Act

Delta State University fully complies with all the provisions of the Americans with Disabilities Act of 1992. No qualified disabled student shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, research, occupational training, housing, health insurance, counseling, financial aid, physical education, athletics, recreation, transportation, other extracurricular, or other postsecondary education program or activity.

A student with a disability applying to Delta State University for admission shall also submit a current specialist's evaluation of the disability which will remain on file in the Office of the University Coordinator of the Americans with Disabilities Act. For additional information please contact the Delta State University Office of Disabilities Services.

Accommodations – School of Nursing

Students requesting accommodations due to a disability have the following responsibilities:

a. Identify themselves to the ADA Coordinator to initiate the accommodations process
b. Provide the ADA Coordinator with recent documentation of the disability from a professional qualified to make a diagnosis (In most cases the documentation of the disability should be no more than three years old)
c. Request specific, approved accommodations from professors in a timely manner
d. Maintain academic requirements of the university
e. Per federal guidelines: Re-request every term you wish to receive accommodations

Confidentiality of Records

Public Law 93-380, Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), requires educational agencies or institutions to provide parents of students and eligible students access to the educational records of such students with certain limitations. The Act transfers this right from the parent to the student who is enrolled in a post-secondary institution. This institution must provide access to official records related to the student and an opportunity to challenge such records on the basis of accuracy.

Under law, letters or statements of recommendation submitted in confidence prior to January 1, 1975, may not be seen by students. However, students may, but are not required to, waive the right of access to future confidential recommendations in the areas of administration, job placement, and receipt of awards. While the student does not have access to medical, psychiatric, or comparable records if these are used solely for treatment purposes, he/she may designate another professional to examine these records. Parent's financial records submitted to the institution may not be examined by the student. These records may be challenged only on accuracy not as to judgments. The school is prohibited from permitting access to education records, or personally identifiable information other than directory information about the students without written consent, except to specific agencies and persons such as school officials and certain federal or state authorities. A record must be kept of all persons to whom personal information is supplied.

Equal Education Opportunity

As an institution of higher education and in the spirit of its policies of equal employment opportunity, the University declares its policy of equal educational opportunity. All applicants for admission will be considered without regard to an applicant's race, color, religion, sex, gender identity, sexual orientation, national origin, disability related to program performance, disabled veteran status, or Vietnam era veteran status. This policy is noted in all student handbooks. Complaints or grievances of any student who has reason to think he or she has been affected by discrimination will be considered through established procedures.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Additional information regarding FERPA is available in the link: https://deltastate.policystat.com/policy/14769584/latest

Equal Access Statement

Delta State University is committed to maintaining a learning and working environment free from sexual and gender-based discrimination or harassment. Our goal is for all to have equal access to the many great services and opportunities we offer. For more information, or to report an incident, see https://deltastate.policystat.com/policy/14769559/latest or email titleix@deltastate.edu.

STUDENT ACTIVITIES

Delta State University Nursing Alumni Association

Nursing students may participate in the Nursing Alumni Association as honorary members until they graduate. The Delta State University Nursing Alumni Association often sponsors events for students and alumni.

Fundraising

All fundraising ideas/advertisements must be presented for approval to the Delta State University Robert E. Smith School of Nursing Student Affairs Committee.

Nurse Recruitment Day

The Career Services and Placement Office sponsors a Nurse Career Day for undergraduate and graduate nursing students in September of each academic year. Students serve as ambassadors.

Orientation

Orientation sessions for all newly admitted graduate students are provided.

Pinning

A Pinning ceremony is held at the end of the Fall semester for graduating BSN and DNP students.

RN-BSN, MSN, and DNP Recognition Event

A RN-BSN, MSN and DNP Recognition Event is held at the end of the Spring Semester for graduating students.

Research Day

Delta State University Robert E. Smith School of Nursing and Pi Xi Chapter of Sigma Theta Tau International Honor Society of Nursing sponsor an annual Nursing Research Day on which individuals present their scholarly work.

Scholarships

Scholarship applications are available throughout the academic year. A listing of all scholarships are available on the DSU School of Nursing website.

Sigma

The purpose of this society is to recognize superior academic achievement, recognize development of leadership qualities, foster high professional standards, and encourage creative work and to strengthen commitment to the ideas and purpose of the profession. Candidates for membership into Pi Xi Chapter of Sigma (Sigma Theta Tau International) are selected from the undergraduate and graduate nursing programs on the basis of academic achievement.

FACILITIES & SERVICES

FACILITIES

Student Success Center and Academic Support Services

The Student Success Center and Academic Support Services is located in Bailey Hall, 2nd floor. The center assists students in their journey to academic success and degree completion by providing a wide range of student support services, including academic advising and support, first year seminar, and international student development. The center creates and implements strategies that are evidence-based and data driven, yet tailored to meet the individual needs of its students. The link to the Student Success Center is: https://www.deltastate.edu/student-success-center/

Bookstore

The Jimmy R. Williams bookstore is located on the first floor of the H.L. Nowell Student Union and operated by Barnes and Noble. Textbooks as well as certain reference books and other merchandise are available for purchase, including nursing uniforms, lab coats, and various nursing equipment. The link to the Bookstore is: https://deltastate.bncollege.com/?storeId=65177&catalogId=10001&langId=-1.

Financial Aid

Delta State University offers a comprehensive program of financial aid to assist students in obtaining a college education. Various federal and state aid programs are available to Delta State University students. In addition, Delta State University has a campus employment program and an extensive scholarship program. Information is available through the Office of Financial Assistance located in room 143 of the Kent Wyatt Building, the current Catalogs, and the website. Various nursing scholarships are available (primarily to graduate nursing students) and are listed on the Delta State University Robert E. Smith School of Nursing website. For additional information on any of these, the student may contact the Dean's secretary.

Financial Assistance

The Office of Financial Assistance works to meet the financial needs of the Statesmen community. The department assists students with Federal and State financial aid programs, student loans, state scholarships, and Federal Work Study. Financial Assistance monitors scholarship awards made by Delta State and provides off-campus scholarship information. The link to the Office of Financial Assistance is: http://www.deltastate.edu/student-affairs/financial-aid/

Scholarships

Graduate students will be informed electronically when scholarship opportunities become available.

Office of Health & Counseling Services

The O. W. Riley Health Center located at the corner of Washington and Quitman streets is operated and staffed by a team of qualified healthcare professionals who provide convenient

non-emergent outpatient health care and counseling to students, faculty, staff, and the entire Delta State community. Please visit the website https://www.deltastate.edu/student-affairs/health-counseling-services/ for hours of operation. Appointments are not required. Insurance information must be provided.

Library

The Roberts/Laforge Library is the library resource for the Delta State University Robert E. Smith School of Nursing students, faculty, and staff. The library is located on the southeastern edge of the campus and is within walking distance of the Delta State University Robert E. Smith School of Nursing and dormitory facilities. Students are encouraged to attend an orientation to the library during the first term of their enrollment. Library hours vary; students should contact the library for routine operating hours or visit the website http://www.deltastate.edu/library/.

The primary function of the library is to serve the information needs of the students, faculty and staff through provision of an adequate collection of books, journals, electronic, and other information resources to support the academic program. Materials placed on reserve are available at the circulation desk. Patrons are responsible for all materials checked out in their name. All users leaving the institution must clear with the library prior to receiving final checks, academic records, or diplomas.

A Computer Lab for Delta State University students is available in the library. The School of Nursing has a nursing library liaison to assist students in library searches, APA formatting, and obtaining resource materials.

School of Nursing Computer Lab

The computer lab is available for students use during regular business hours. Use of the computer lab after designated hours must have written approval by appropriate faculty member(s) and faculty must be in the building for the duration. No eating or drinking is allowed in the computer lab. Students will need to check that lab is not reserved for class or tests prior to use of computer lab. Printing is provided through the university's pay for print Okra cardsystem.

School of Nursing Student Lounge

One student lounge containing chairs, tables, a refrigerator, coffee pot, microwave, and vending machines Students are expected to keep the lounge clean and neat. Students using the refrigerator, microwave and coffee pot are responsible for cleaning up after themselves.

Police Department/Emergency Services

The Delta State Police Department operates 24 hours a day. Students may call the Delta State Police Department directly by dialing extension 4155 when on campus (use prefix 846 when on cell phone or off campus). The link for the University Police Department is: https://www.deltastate.edu/student-affairs/police/.

Writing Center

The Writing Center, under the direction of the Division of Languages and Literature, provides assistance at all stages of the writing process for students and community members. Online tutoring is available also to all students by appointment. For more information about locations

and days/hours of operation visit http://www.deltastate.edu/artsandsciences/languages-and-literature/writing-center/.

RESOURCES

Bulletin Boards and Cases

Bulletin Boards

Bulletin boards are located throughout the SON building. Scholarship announcements are placed on the bulletin board next to Room 101. Announcements of events, changes in class schedules, professional and student government meetings, and news items of general interest are placed on the bulletin boards. Students are encouraged to check bulletin boards weekly for important information.

Cases

Faculty, Student and Scholarship Spotlight Cases are located throughout the building to recognize faculty and student accomplishments and awards.

Cafeteria/Food Services

Cafeteria/Food services are available to anyone on the Delta State University campus. Please refer to the website https://deltastate.sodexomyway.com/ for locations and hours of operation.

Computer Accounts/ E-mail

Delta State University computers and network connections are for the purpose of providing academic and administrative support to the faculty, students, and staff of the University. All students are assigned an Okra E-Mail account upon registration. Students should activate this account as it will be used for University and Robert E. Smith School of Nursing announcements and information that are outside of the courses. Users are responsible for all results originating from their use of University computers. Misuse can result in the immediate termination of the right to use University computers. For assistance or additional information, visit their website http://www.deltastate.edu/oit/.

Photocopying

Photocopying privileges cannot be provided for students. Photocopying for students can be allowed when materials are requested by faculty for Delta State University Robert E. Smith School of Nursing records. Copy machines which use OKRA cards are available in the Delta State University Library and the Robert E. Smith School of Nursing Computer Lab. The Okra Express Copy Center located in the H.L. Nowell Union provides printing-related functions to the Delta State community and general public. For more information on their services, visit their website http://www.deltastate.edu/communications-and-marketing/okra-express-copy-center/.

Suggestion Box

A suggestion box is in the Student Lounge. The purpose of the box is to provide an opportunity for students and others to make suggestions for improving the quality of academic programs, student life, and the school's environment. Suggestions are reviewed monthly by the Faculty Organization and the Dean.

Vending Machines

Vending machines are located in the School of Nursing Student Lounge. Any machine problems should be addressed to the School of Nursing Senior Secretary.

GENERAL INFORMATION

Emergency Preparedness/Disaster Plan

This plan (Appendix L) is to ensure preparedness of the Delta State University Robert E. Smith School of Nursing for a crisis or emergency. The procedures outlined are for the protection of lives and property through effective use of University and surrounding resources. Incidents or emergencies can be sudden and occur without warning. Therefore, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Inclement Weather

Students who commute are excused from classes and/or clinical during periods of time when the Weather Bureau has issued a weather advisory for hazardous driving conditions. The student MUST notify the appropriate faculty member prior to the beginning of the class and/or clinical learning experience. If unable to reach the appropriate faculty member, the student MUST then notify the agency and the Delta State University Robert E. Smith School of Nursing (an answering machine will pick-up when School of Nursing staff is not available).

Pets in the Workplace and Campus Facilities

The University and SON recognize the important role of pets in the lives of some employees and students. The document available in the link below defines the policies within which pet visits to campus are welcome. https://deltastate.policystat.com/policy/14770199/latest

Visitors

Students must request and seek approval from the CON or Dean prior to bringing visitors to the classroom. This includes children.

APPENDICES

Appendix A Disclosure Statement of Criminal Offenses

Appendix B Noncriminal Justice Applicant's Privacy Rights Form

Appendix C Criminal History & Background Check Release Form

Appendix D Student Health Record – Part I (student) & Part II (provider)

Appendix E Vaccination Declination

Appendix F Student Honor Pledge

Appendix G Incident Report Form

Appendix H Medical Release Form

Appendix I Pregnancy Form

Appendix J Religious Accommodation Request Form

Appendix K Graduate Remediation Policy

Appendix L School of Nursing Emergency Preparedness/Disaster Plan

Delta State University
Robert E. Smith School of Nursing

Disclosure Statement of Criminal Offenses

Pursuant to Section 37-29-232, the Mississippi Code of 1972, as amended, and the requirements of the Delta State University Robert E. Smith School of Nursing, I,_____,

□ do attest and affirm that I have not been charged or convicted with any criminal offense, including but not limited to theft, assault, and illegal drug/alcohol activity other than minor traffic violations since my last criminal background check.

□ do not attest and affirm that I have not been charged or convicted with any criminal offense, including but not limited to theft, assault, and illegal drug/alcohol activity other than minor traffic violations since my last criminal background check.

Identify and describe type, date, verdict, and consequence of any charge or conviction*

_____

_____

_____

**additional information related to the criminal activity such as a written explanation, court documents and police reports will be requested and submitted to the Chair of Nursing*

I understand that my failure to disclose any criminal offense that I have been charged or convicted with since my last criminal background check will result in dismissal from the nursing program.

_____ _____
Signature of Student Date
(do not sign until instructed by a Notary Public)

_____ _____
Printed Name of Student Student ID (900 Banner #)

Do not write below this line. To be completed by Notary Public.

==========

STATE OF _____
COUNTY OF _____
Subscribed and sworn before me this _____ day of_____, 20____.

Notary Public _____

Revised: 08/2019

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statue, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at http://www.fbi.gov/about-us/cjis/background-checks.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward you challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

Your signature of the fingerprint card and/or this document indicates that you have been informed of your privacy rights and understand that your fingerprints are being run through the criminal history records of the FBI.

Date:_____ Applicant's Signature: _____

Delta State University
Robert E. Smith School of Nursing

Criminal History & Background Check Release Form

Following a Criminal Background Check (CBC) **with** a disqualifying event, I _____(Student Name) will provide the Robert E. Smith School of Nursing with a copy of my criminal history for admission consideration.

A copy of the criminal history will be sealed and placed in a secure file in the office of the Chair of Nursing. Upon graduation or withdrawal from the university, the criminal history will be shredded.

I_____(Student Name) give permission for the Robert E. Smith School of Nursing to copy my Criminal Background Check letter of notification for any healthcare facility who requests for my clinical experience.

_____ _____

Student Signature Date

Revised 08/2018

Delta State University
Robert E. Smith School of Nursing

Student Health Record

GUIDELINES FOR COMPLETION OF STUDENT HEALTH RECORD

All students must have a history and physical examination completed with required immunizations and screening as stated on the School of Nursing Student Health Record Form prior to beginning the program. The expense of the physical examination and immunization/screenings are the responsibility of the student.

The Student Health Record is completed by both the student and a healthcare provider.

- Part I is completed by the student (pages 3, 4, and 5)
- Part II is completed by the Healthcare Provider (page 6)

Immunizations

Students are required to provide documentation of immunization completion or progression **(Immunization Certification 121 Form)** upon admission to the nursing program unless shown to be immune or medically at risk.

- Those students who decline or who are unable to receive any immunization/vaccine listed below, due to medical risk, must complete and sign the Vaccination Declination Form.

1. **MMR** – Two (2) doses OR
    a. Titer

2. **Tdap** – One (1) dose
    a. Then one (1) booster every 10 years

3. **HepB** – 2 or 3 dose series depending on vaccine OR
    a. 2-dose series Heplisav-B at least 4 weeks apart
        i. 2-dose series HepB only applies when 2 doses of Heplisav-B are used at least 4 weeks apart
    b. 3-dose series Engerix-B or Recombivax HB at 0, 1, 6 months
        i. minimum intervals:
            1. 4 weeks between doses 1 and 2,
            2. 8 weeks between doses 2 and 3,
            3. 16 weeks between doses 1 and 3 OR
    c. 3-dose series HepA-HepB (Twinrix) at 0, 1, 6 months
        i. minimum intervals:
            1. 4 weeks between doses 1 and 2,
            2. 5 months between doses 2 and 3 OR
    d. Titer after 2nd injection

4. **Varicella** – Two (2) doses OR
    a. Titer after 1st injection OR

b. Documentation of chickenpox from a healthcare provider
   i. A student cannot self-report chicken pox. You MUST have medical verification from a healthcare provider.

5. **Influenza** – Annual – Expiration Date
   a. Undergraduate nursing students must provide documentation of an influenza vaccination by October 1st.
   b. Students who decline the influenza vaccination must sign the Vaccination Declination Form and follow any other requirements of the current clinical agency.
      i. A clinical facility has the right to require that a mask be worn the entire flu season if the influenza vaccine is declined.
   c. Students will not be allowed to attend clinical until the requirements are met.

Tuberculosis Test (TBT)

1. **Students without documentation of TBT in the past 12 months and no previous positive TBT** must provide documentation based on the requirement stated in either Option a or b

   a. Two Step Tuberculosis (TB) Screening

      i. 1st test administered and read within 48 to 72 hours
      ii. 2nd test administered 1-3 weeks after 1st test and read within 48 to 72 hours

   b. QuantiFERON-TB test (QFT) or QuantiFERON-TB Gold test (QFT-G)

2. **Students with documentation of TBT in past 12 months**

   a. Current (within past 12 months) TBT on file in School of Nursing

3. **Students with documentation of previous positive TBT (Option a or b)**

   b. Chest x-ray
   c. QuantiFERON-TB test (QFT) or QuantiFERON-TB Gold test (QFT-G)

STUDENTS WILL NOT BE ALLOWED TO ATTEND CLASS OR ANY CLINICALS UNTIL ALL REQUIRED DOCUMENTATION IS ON FILE AT THE ROBERT E. SMITH SCHOOL OF NURSING.

Required documentation may be sent to Holly Haney, Senior Secretary, via US mail to:

Delta State University
Robert E. Smith School of Nursing
P. O. Box 3343 Cleveland, MS 38733
OR, VIA email to: hhaney@deltastate.edu
OR, VIA fax: 662-846-4271

Approved: 10/87
Revised: 10/04; 05/06; 02/08; 2/15; 5/19; 9/19

DELTA STATE UNIVERSITY
ROBERT E. SMITH SCHOOL OF NURSING
STUDENT HEALTH RECORD

PART I

To be completed by the student

The Delta State University Robert E. Smith School of Nursing requires this information for admission to clinical agencies utilized in practicum courses. Please complete the following form and return it to the Robert E. Smith School of Nursing. The data will be placed in your permanent file and in no way will jeopardize your university standing.

The results of diagnostic studies and Verification of Immunizations must be attached to or included on the form.

Student Name:_____

Contact information for the person to notify in case of illness or injury

Name: _____Relationship: _____

Address:_____
Street City State Zip

Phone: Home_____Cell_____

Primary Healthcare Provider Information

Name: _____

Address:_____
Street City State Zip

Phone: _____

Personal Health History

Have you had in the past or do you currently have:

	YES	NO		YES	NO
ADD or ADHD			Hypertension		
Allergies			Injuries		
Anorexia			Kidney Problems		
Arthritis			Menstrual Problems		
Asthma			Mental Disorder		
Back Problems			Migraine Headaches		
Chickenpox (attach verification)			Mumps		
Dental Problems			Neurological Disorders		
Depression &/or Anxiety Disorder			Red Measles		
Diabetes			Rheumatic Fever		
Digestive Problems			Scarlet Fever		
Ear, Nose, Throat Problems			Seizures		
German Measles			Surgeries		
Hearing Problems			Thyroid Problems		
Hepatitis			Visual Limitations		

If yes to any of the above, please describe (be able to supply documentation if required):

Medications

Do you take any prescription or over-the-counter medications routinely? _____
Please list medication, amount, and frequency.

A copy of all current prescriptions must accompany this form.

- Your pharmacist can provide this information to you.

_____

_____

_____

_____

_____

Health Care Provider

Are you now or have you been under the care of a healthcare provider in the past five years?

___YES ___NO

If yes, list healthcare provider name, clinic name and clinic address for each provider.

_____

_____

_____

_____

I certify that the above questions have been answered to the best of my knowledge and belief, and that I do not have any disease, physical disability, or mental disorder not mentioned above.

_____
(Student Signature)

_____
(Date)

Approved: 10/87
Revised: 10/04; 05/06; 02/08; 2/15; 5/19; 9/19

Delta State University
Robert E. Smith School of Nursing

STUDENT HEALTH RECORD

PART II

To be completed by the primary healthcare provider

Student Name

_____ DOB_____
Last First Middle

Height: _____ Weight: _____ Temp: _____ Pulse: _____

Respiration:_____ Blood Pressure: _____

General Appearance:

Health History:

Physical Findings

EENT:

Thorax and Lungs:

Heart and Circulatory:

Abdomen:

Musculoskeletal:

Neurological:

Reproductive:

The above-named student is physically, mentally, and emotionally capable of handling the rigors of nursing school.

_____

Healthcare Provider Signature **Date**

Approved: 10/87
Revised: 10/04; 05/06; 02/08; 2/15; 5/19; 9/19

Please return completed Student Health Record to:

Holly Haney
Delta State University
Robert E. Smith School of Nursing
P. O. 3343
Cleveland, MS 38733

Delta State University
Robert E. Smith School of Nursing

Vaccination Declination Form

Student Name (Printed):_____ **Date:** _____

Student (900) ID#: _____

I understand that my exposure to patients at healthcare facilities with the following vaccine-preventable diseases puts me at risk of acquiring the disease.

I had the opportunity to be vaccinated, however, I choose to decline the vaccination(s) checked below at this time. I understand that by declining vaccine protection I continue to be at risk of acquiring the disease.

I understand that I will be required to abide by the policies and procedures for declining vaccinations at the healthcare facilities. Therefore, I may be denied and/or removed from clinical experiences at healthcare facilities.

TYPE	**REASON** (attach any documentation with this form)
□ Measles, Mumps, Rubella (MMR)	_____
□ Varicella (VZW)	_____
□ Hepatitis B	_____
□ Influenza	_____
□ Tetanus/Pertussis/Tdap	_____

_____ _____
Student Signature Date

Revised: 08/2019

Revised: 06/2025

Delta State University
Robert E. Smith School of Nursing

STUDENT HONOR PLEDGE

I pledge that I will not be involved with any academic or non-academic misconduct during my enrollment at the Delta State University (DSU) Robert E. Smith School of Nursing (SON), Cleveland, Mississippi. I understand the Delta State University Robert E. Smith School of Nursing Code of Ethical and Professional Conduct is consistent with the ethical obligations of nursing and pledge to uphold the Code of Ethical and Professional Conduct by abstaining from dishonesty, deceit, fraud, or unprofessional behaviors. I understand that my adherence to the Code of Ethical and Professional Conduct is an appropriate requisite for enrollment and participation in this nursing program.

I have read the SON Code of Ethical & Professional Conduct and will abide by the code as a condition of admission to the program. I understand that violation of this code could result in penalties as severe as indefinite suspension or expulsion from the SON and DSU.

STUDENT ACKNOWLEDGEMENT

I, _____, have read and agree to abide by the principles of academic honesty as described in the DSU SON Code of Ethical & Professional Conduct. A copy of this honor code has been provided to me and can also be found on the DSU Robert E. Smith School of Nursing website.

I understand that I may address any questions about this policy to Dr. Vicki Bingham, Dean of Robert E. Smith School of Nursing.

Submitting this form via the Assignment Drop Box will serve as acknowledgement of the above statements and of my agreement to abide by these policies as a condition of my enrollment in the Delta State University Robert E. Smith School of Nursing.

Delta State University
Robert E. Smith School of
Nursing

Medical Release Form

I,_____authorize the medical release of

_____(Student Name) to return to:

Class _____ Date_____

Clinical _____ Date_____

With the following restrictions: _____

_____

_____

_____ _____
Health Care Provider Signature Date

Originated:
5/2013
Revised:
08/2018

Delta State University
Robert E. Smith School of Nursing

Pregnancy Form

There are potential hazards to the pregnant woman and fetus which are present throughout the nursing student's educational experience.

A Release of Responsibility Form and healthcare provider statement must be completed by the nursing student as soon as the pregnancy is confirmed.

Release of Responsibility

I,_____(print), release Delta State University Robert E. Smith School of Nursing from any untoward complications to myself or my child which mayresult from continuing in school during pregnancy.

_____ _____

Student Name Date

Healthcare Provider Statement

I,_____understand that my patient _____ is enrolled in the Delta State University Robert E. Smith School of Nursing. It is my professional judgment that her present physical condition will not interfere with her ability to perform the activities associated with a student in the Delta State University Robert E. Smith School of Nursing.

_____ _____

Physician Signature Date

Verified by:

_____

Revised: 10/2017, 8/2019

Delta State University Robert E. Smith School of Nursing

Incident Report Form

Details Of Incident	Date of Incident: Date of Reporting Incident: Clinic/Practicum/School Location: Faculty Name: Preceptor Name (if applicable): Incident Related to: □Student □Patient □Staff □Visitor □Volunteer □Property □Other Discovered/Reported by: Witnessed by:

Type of Incident:
• Injury
• Accident
• Exposure
• Harm to another
• Student Illness requiring intervention
• Conflict
  ○ Personal
  ○ Work related
	Concise description of the incident
	• What occurred and Outcome

Follow-Up Action Taken	Immediate: Long term:
Recommendations to Prevent similar incidents in Future	

_____ _____

Faculty Signature & Date Student Signature & Date

Delta State University
Robert E. Smith School of Nursing

Religious Accommodation Request Form

Date_____ Student Name_____ 900 #
_____

Okramail_____ Phone #
_____

Describe the religious accommodation you are requesting

Specific Dates of Absence

List the course assignment, test, exam, clinical, or other School of Nursing (SON) requirements you are seeking religious accommodation

I understand if the accommodation is approved, the absence will be excused.

I understand I am not relieved from the responsibility of any part of the course/clinical requirements during the absence.

I understand it is my responsibility to complete missed assignments, tests, and/or exams, within the specified timeframe determined by the course Instructor of Record (IOR).

I understand one clinical make-up day is available for students to complete the clinical course requirements, if needed. I understand I will be unsuccessful in the clinical course if clinical requirements are not met.

_____ _____
Student Signature Date

Graduate Remediation Policy

The School of Nursing has a graduate remediation policy to establish benchmarks for evaluation of individual strengths and weaknesses of students based on standardized testing results. Standardized testing includes specialty and exit HESI exams and the APEA Predictor exam. Established benchmarks for each of the three parts are utilized for evaluation in these areas throughout the nursing program.

Purpose

The purpose of this policy is to provide guidelines for standardized testing and remediation processes when administering the Health Education Systems, Inc. (HESI) examinations and APEA examination.

Standardized Tests and Remediation Policy

Students are expected to complete the established remediation recommendations when benchmarks are not met. Many resources are available to prepare students for these exams including, but not limited to, self-assessment questions in textbooks, class materials, APRN Certification Exam (FNP Students) practice questions, case studies, and adaptive quizzing learning modules. A minimum score of 800 will be required on each HESI exam. The student is responsible for initiating remediation immediately after each exam. If this score is not achieved on an exam, the student will be advised to complete a detailed plan of study and submit to their assigned faculty advisor and the Course Instructor of Record (IOR) for review and approval (See Exam Success Plan for APRN)

HESI Specialty Exams

Specialty HESI Exams administered while enrolled in the MSN and Post-Master's programs and DNP [BSN-DNP & Post-Master's (non-FNP)-DNP] are Advanced Pathophysiology, Advanced Health Assessment, Pharmacology.

Exit Exams

Two (2) HESI Exit Exams and one (1) APEA exam are administered in NUR 680 Family Nurse Practitioner Review Course of the MSN/Post-Master's/DNP programs for FNP students. The HESI percentage grade is converted to a course grade; the APEA percentage grade is converted to a course grade. The graduation requirement is that a student must obtain at least one of the following: a HESI score of 800 or better on one of the HESI exams or an APEA percentage score of 70% or better. For students who do not meet the 800 HESI score requirement or 70% on the APEA Predictor Exam, additional standardized testing will be required resulting in additional fees. Graduation may be delayed until this requirement is met.

The following HESI Specialty Exams are administered while enrolled in the MSN, Post-Masters, and DNP programs (NE and FNP Students)

HESI Specialty Exam	HESI Benchmark Score	Related Course
Advanced Pathophysiology	800 or better	Administered in NUR 603; grade is calculated as a final exam grade. This exam is used to identify strengths and weaknesses in Patho.
Advanced Health Assessment	800 or better	Administered in NUR 602; grade is calculated as a final exam grade. This exam is used to identify strengths and weaknesses in Advanced Health Assessment.
Advanced Pharmacology	800 or better	Administered in NUR 605; grade is calculated as a final exam grade. This exam is used to identify strengths and weaknesses in Advanced Pharmacology.

The following HESI Exit Exams are administered while enrolled in the MSN, Post-Masters, and DNP programs (FNP Students who are seeking eligibility for the certification exam)

	HESI Benchmark Score	Related Course
HESI Exit Exam	800 or better	NUR 680 Family Nurse Practitioner Review Course
	800 or better	NUR 680 Family Nurse Practitioner Review Course
APEA Predictor Exam	APEA Benchmark Score 70%	NUR 680 Family Nurse Practitioner Review Course

Exam Success Plan for APRN

Remediation Requirements for HESI <u>Specialty Exams</u> – Advanced Pathophysiology, Health Assessment, and Pharmacology (NE and FNP Students)

HESI Specialty Exam	Remediation Requirements
800 or better	The student should schedule a time to meet with their **assigned Advisor** within one week after the exam with a plan of study based on exam results. The plan of study should be at least **4-hours per week for 3 weeks [12 total hours]. The plan should address all items scored less than 800 on the exam.**
700-799	The student should schedule a time to meet with their **assigned Advisor** within one week after the exam with a plan of study based on exam results. The plan of study should be at least **6-hours per week for 3 weeks [18 total hours]. The plan should address all items scored less than 800 on the exam.**
600-699	The student should schedule a time to meet with their **assigned Advisor** within one week after the exam with a plan of study based on exam results. The plan of study should be at least **6-hours per week for 4 weeks [24 total hours]. The plan should address all items scored less than 800 on the exam.**
500-599	The student should schedule a time to meet with their **assigned Advisor** within one week after the exam with a plan of study based on exam results. The plan of study should be at least **6-hours per week for 6 weeks [36 total hours]. The plan should address all items scored less than 800 on the exam.**
Below 500	The student should schedule a time to meet with their **assigned Advisor** within one week after the exam with a plan of study based on exam results. The plan of study should be at least **8-hours per week for 6 weeks [48 total hours]. The plan should address all items scored less than 800 on the exam.**

Remediation Requirements for HESI <u>EXIT Exams</u> (FNP Students)

All students must remediate according to the following guidelines:

HESI EXIT Exams	**Remediation Requirements**
800 or better	The student should schedule a time to meet with their **assigned Advisor** within one week after the exam with a plan of study based on exam results. The plan of study should be at least **6-hours per week for 2 weeks [12 total hours]. The plan should address all items scored less than 800 on the exam.**
700-799	The student should schedule a time to meet with their **assigned Advisor** within one week after the exam with a plan of study based on exam results. The plan of study should be at least **8 hours per week for 2 weeks [16 total hours]. The plan should address all items scored less than 800 on the exam.**
600-699	The student should schedule a time to meet with their **assigned Advisor** within one week after the exam with a plan of study based on exam results. The plan of study should be at least **10-hours per week for 2 weeks [20 total hours]. The plan should address all items scored less than 800 on the exam.**
Below 600	The student should schedule a time to meet with their **assigned Advisor** within one week after the exam with a plan of study based on exam results. The plan of study should be at least **12-hours per week for 2 weeks [24 total hours]. The plan should address all items scored less than 800 on the exam.**

Remediation Requirements for APEA University Post-Predictor Exam (FNP Students)

A student scoring less than 70% on the APEA University Predictor Exam will be required to develop an individual plan of study based upon the following scores:

70% or better	The student should schedule a time to meet with their **assigned Advisor** within one week after the exam with a plan of study based on exam results. The plan of study should be at least **6-hours per week for 2 weeks [12 total hours]. The plan should address all items scored less than 70% on the exam.**
65% - 69.9%	The student should schedule a time to meet with their **assigned Advisor** within one week after the exam with a plan of study based on exam results. The plan of study should be at least **8 hours per week for 2 weeks [16 total hours]. The plan should address all items scored less than 70% on the exam.**
60% - 64.9%	The student should schedule a time to meet with their **assigned Advisor** within one week after the exam with a plan of study based on exam results. The plan of study should be at least **10-hours per week for 2 weeks [20 total hours]. The plan should address all items scored less than 70% on the exam.**
Less than 60%	The student should schedule a time to meet with their **assigned Advisor** within one week after the exam with a plan of study based on exam results. The plan of study should be at least **12-hours per week for 2 weeks [24 total hours]. The plan should address all items scored less than 70% on the exam.**

School of Nursing Emergency Preparedness/Disaster Plan

Table of Contents

Preparedness Plans

Fire

Severe Weather

Earthquake

Bomb Threat

Bomb Threat Checklist

Hostile Environment

Emergency Contact List

I. Fire Incident

A. The person who first notices the fire should:

1. **R**-Rescue individuals and self from existing fire hazardous area
2. **A**-Alarm the building of the situation by pulling the fire alarm
3. **C**-Contain the fire by shutting door, etc.
4. **E**-Extinguish with an ABC fire extinguisher using the **PASS** technique (if safety permits)
   a. **P**-Pull the pin
   b. **A**-Aim the nozzle at the base of the fire
   c. **S**-Squeeze the handles together
   d. **S**-Sweep the nozzle from side to side

B. The designated secretary should:

1. Ensure that **911** has been called and notified of the emergency.
2. Notify the Incident Commander.
3. Get instructions from the Incident Commander, follow their lead, and issue warnings as directed.
4. Call the Delta State Police Department at 662-846-4155.
5. Prepare to evacuate the building to designated site at the Gibson-Gunn Commercial Aviation Building.
6. After a timeframe of approximately fifteen minutes to allow everyone who is capable of assembling at the parking lot at the Gibson-Gunn Aviation Building, take a roll call to have an account of those present as well as those who could still be in the building with injuries.

C. The Incident Commander(Dean/Designee) should:

1. Ensure that **911** has been called and notified of the emergency.
2. Assign individual to stop persons from entering the building.
3. Be the point of contact for all outside agencies as well as interior agencies.
4. Initiate actions necessary to evacuate the building starting with the areas nearest the fire.
   a. Make certain the alarm has been given to all persons in the building.
   b. Arrange for the safe evacuation of all persons.
   c. Assign someone to assist any handicapped individuals present.
   d. Provide the fire department incident responders with a set of building plans showing the layout and evacuation routes.
5. Ensure that someone attempts to extinguish the fire using an approved ABC type extinguisher utilizing the **PASS** technique, only if they can do so without endangering themselves and other lives.
6. Take steps to safeguard essential records (paper and electronic) if it can be done without endangering lives.
7. Ensure that everyone exits the building if evacuation is ordered, meets at the designated assembly point (Gibson-Gunn Commercial Aviation Building), and ensure accountability of all staff, students, visitors, etc. by performing roll call checks.
8. Set up a command post in an area away from immediate danger.

D. Each employee should:

1. Immediately shut down electrical equipment and prepare to exit the building in a calm and orderly fashion.
2. If ordered by the Incident Commander, assist in evacuation of the premises.
3. Try to remain calm.
4. **Close all doors as the last person exits but do not lock them.**
5. Do not break windows unless it is your only escape route.
6. Do not open hot doors! If you find yourself behind a hot door, try to remain calm and wait to be rescued by fire department personnel.

E. Important numbers for this section:

1. 911

2. Delta State Police Department at 662-846-4155

II. Severe Weather such as thunderstorms and tornadoes

A. Severe storm watch (thunderstorms): The secretary will:

1. Listen to local TV, Radio, or NOAA weather radio for alerts and instructions.
2. Open windows slightly if time permits on the side away from the storms approach.
3. Check battery powered equipment and back-up power sources.
4. Make sure that you have a working flashlight in all working areas.
5. Notify appropriate contacts as well as those inside the building as necessary in order to implement the plan of action for severe weather.

B. Severe storm warning (thunderstorms):

1. Disconnect electrical equipment not required for emergency use.
2. Do NOT use telephone unless it is an emergency of absolutely essential business.
3. Prepare to take cover.

C. Tornado warning:

1. In case of a tornado warning, the City of Cleveland will sound an alarm for approximately three minutes. The university Police will drive around campus with sirens sounding. Delta State University's "Emergency Text Messaging" system will be deployed. An instant message and email will be sent over the computer to all offices advising of the warning.
2. Go to interior hallways and/or interior rooms without windows and sit or kneel facing the interior wall. Stay away from areas of glass or windows.
   a. If in room 101, exit classroom to rooms 108 and 109
   b. If in room 102, 104, 105, or 106, exit to rooms 108 or 109
   c. If in rooms 129 and 130, exit classrooms to rooms 126 A or 126 B
   d. If in rooms 131 and 132, exit classrooms to hallway between rooms 129 and 130
   e. If in computer lab, exit to hallway between rooms 129 and 130
   f. Rooms 113-123 and hallway are designated rooms for cover
   g. If in simulation/skills lab, exit to the nurse practitioner examination room

3. Important telephone numbers for this section:

i. Emergency	911
ii. Local Law Enforcement	4155
iii. County EMA	662-843-2300

III. Earthquake

A. During an earthquake:

1. If indoors:

a. Stay indoors and take cover beside sturdy furniture, in a doorway, or next to an exterior or weight bearing wall.
b. Do not run for the exits because they may be jammed with people.
c. Stay away from windows, mirrors, and other objects that are not stationary because they may become projectiles.
d. Do not use open flames or anything that can cause a spark.

e. Extinguish small fires with an approved ABC fire extinguisher if possible without endangering yourself.

2. If outdoors:
   a. Move into an open area away from buildings, trees, power lines, etc.
   b. If you are forced to stand near objects, make sure that they are stationary and not likely to fall easily.

B. After the earthquake:

1. Be aware that there will likely be after-shocks and that some of them could be as strong as or stronger than the initial shock.
2. Many dangers will be created by the earthquake so you should pay close attention to your surroundings and be very careful.
   a. Watch for power lines that may be loose and still have an electrical charge.
   b. Be aware of possible fire situations.
   c. Stay clear from buildings at risk for collapse or further collapse.
3. Check your immediate surroundings for those who may be injured or need help. Report to parking lot located behind the Gibson-Gunn Aviation Building.
4. Notify Delta State University Campus Police of location and status of situation.
   a. Delta State University Campus Police contact number: (662) 846- 4155

C. General points of emergency plan

1. Never re-enter the building after an earthquake or other natural disaster.
2. The designated secretary will call roll at the assembly point (Gibson-Gunn parking lot) after a time frame of fifteen minutes. This time frame is used to allow those who are not severely injured to have time to gather at the above-mentioned assembly point.
3. Be sure to report
   a. Your current location
   b. Status of people at the assembly point
   c. Any injuries
   d. Possibility and number of people who may still be inside

IV. Bomb Threat

1. A bomb threat is most often received as a telephone call; however, they may also be delivered in form of postage/parcel or in person.
2. Remain calm.
3. Listen very carefully, be polite, and show interest in what the caller is saying.
4. Try to keep the caller on the telephone talking to learn as much information as you can about who they are, what they are saying, why they are doing it, what you can hear in the background, etc.
5. Complete the Bomb Threat Checklist (Appendix A) immediately recording as much detail and information as you can remember. **NOTE:** ***A Bomb Threat Checklist*** should be kept underneath each telephone in the Robert E. Smith School of Nursing building.
6. Do not discuss the threat within earshot of students, faculty, or visitors.
7. Call the Delta State University Police Department immediately, extension **4155**. Inform them of the situation and ask if there are any other threats on campus.
8. Notify the Dean of the Robert E. Smith School of Nursing.
9. If directed by the Delta State University Campus Police evacuate the building and report to the assembly point at the Gibson-Gunn Aviation Building parking lot.
10. If an evacuation is ordered, the building occupants will observe and report any suspicious persons or objects in their immediate surroundings or along the evacuation route to the

Gibson-Gunn Aviation Building parking lot.

11. Occupants will not attempt to inspect or move the suspicious packages.
12. After fifteen minutes has elapsed from the time of evacuation, the designated secretary will call roll to confirm that everyone has made it to the assembly point at Gibson-Gunn Aviation Building.

V. Hostile Environment

1. Notify Delta State University campus police at extension 4155 immediately upon any information received, factual or rumored of any hostile environment situation such as an armed gunman.
2. Follow the instructions of the Delta State University campus police.
3. Assist with protecting the facility, staff, and visitors if able to do so without endangering yourself.
4. Evacuate, if directed, to Gibson-Gunn Aviation Building.
5. Do not remain in the vicinity of the disturbance to sight-see!

Emergency Contact List

Robert E. Smith School of Nursing	
Dean Vicki Bingham	662-846-4268
Dr. Addie Herrod	662-846-4257
Holly Haney	662-846-4255
Wanda Chouccoli	662-846-4268
University President	
Daniel J. Ennis, Ph.D.	662-846-4000
Director of Campus Safety/Chief of Police	
Chief Jeffrey Johns	662-846-4155

BOMB THREAT CHECKLIST

Questions to Ask:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will trigger it?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your name?
10. What is your address?

Exact wording of the threat:

Caller's Voice: (Circle)

Calm	Normal	Accent or familiar	Distinct
Angry	Nasal	Deep Breathing	Clearing Throat
Excited	Stutter	Voice Cracking	Slurred
Slow	Ragged	Soft	Raspy
Loud	Lisp	Rapid	Deep
Crying		Laughter	

BOMB THREAT CHECKLIST (continued)

If the voice is familiar, who does it sound like?

Were there any identifiable background noises?

(i.e., street noises, music, static, voices, etc.)

Threat language: (circle)

Well spoken (educated)

Irrational

Incoherent

Rapid Boasting

Remarks: (sex, race, etc.)

Person Receiving Call:

Number where call was received:

Date:

Time:

Call-back number displayed on phone or caller ID:

CALL REPORT IMMEDIATELY TO DSU CAMPUS POLICE: EXT. (662) 846-4155

Artificial Intelligence (AI) Policy

AI Policy for Robert E. Smith School of Nursing

Definition of AI

Artificial Intelligence (AI) refers to computer systems or software that can perform tasks that typically require human intelligence. These tasks include learning, problem-solving, language understanding, and decision-making. In the context of nursing education, AI can include adaptive learning platforms, virtual clinical simulations, natural language processing tools, and other technologies designed to support learning and administrative tasks.

Examples of AI platforms used in nursing education include:

-ChatGPT: A natural language processing tool that can assist students in understanding complex concepts by answering questions and generating explanations.

-Labster: A virtual simulation platform that allows students to engage in interactive clinical scenarios and practice their skills in a safe environment.

- Socratic by Google: An AI-powered educational app that provides explanations and learning support for nursing-related subjects.

- Elsevier ClinicalKey Student: An adaptive learning platform that offers personalized study resources to enhance students' learning experiences.

- Grammarly: An AI-powered writing assistant that helps students improve their grammar, punctuation, and overall writing quality.

Purpose

The purpose of this policy is to establish guidelines for the use of Artificial Intelligence (AI) within the Robert E. Smith School of Nursing. AI technologies can enhance learning, administrative tasks, and clinical simulation activities, but they must be used responsibly to maintain academic integrity, ensure data privacy, and uphold ethical standards in healthcare education.

Scope

This policy applies to all students at the Robert E. Smith School of Nursing.

Acceptable Uses of AI

1. Educational Support: AI tools can be used to support learning, such as adaptive learning platforms, tutoring systems, and simulation technologies. These tools may help students improve their knowledge and skills, but they should not replace the role of instructors or students' critical thinking. Students must obtain explicit permission from their instructor prior to using any AI tool for academic purposes.

2. Clinical Simulations: AI technologies may be used to create realistic clinical simulations that aid in the development of practical nursing skills. These simulations should always be reviewed and approved by faculty to ensure accuracy and relevance.

Prohibited Uses of AI

1. Academic Dishonesty: AI must not be used in ways that compromise academic integrity. Students are prohibited from:

- Using AI to generate written content for assignments, essays, research papers, or projects without explicit permission from instructors.

- Using AI to solve exam questions, quizzes, or other assessments.

- Using AI to paraphrase or reword existing content to avoid plagiarism detection.

- Submitting AI-generated content as their own original work without proper citation and attribution.

- Using AI to create false data or clinical records for assignments or simulations.

These actions misrepresent a student's abilities and are strictly prohibited.

2. Patient Data Generation: AI tools must not be used to generate fake patient data or simulate clinical records without express permission and oversight from the nursing faculty. Realistic simulations must always maintain ethical boundaries.

3. Unapproved AI Applications: The use of any AI application that has not been explicitly approved by the nursing school for educational purposes is strictly prohibited. Unauthorized use of such tools may lead to disciplinary action.

Data Privacy and Ethical Considerations

- Data Handling: Any data collected or processed by AI systems must comply with data privacy regulations, such as HIPAA. Sensitive information, especially personal or patient-related data, must be handled in a secure and confidential manner.

- Bias and Fairness: AI systems must be evaluated for biases that could negatively affect students or healthcare outcomes. AI tools should be regularly assessed to ensure they promote fair and equitable learning environments.

Responsibilities

-Students: Students must use AI responsibly and comply with the guidelines outlined in this policy. Students are also required to properly cite and reference AI-generated content when used, to maintain transparency and academic integrity. Any suspected misuse of AI should be reported to the faculty.

Disciplinary Actions

Violations of this policy may result in disciplinary actions, including but not limited to:

- Warnings

- Academic penalties, such as a reduction in grades or failure of an assignment

- Probation

- Suspension from the nursing program

- Expulsion from the nursing school

- Removal of privileges to use AI tools

- Mandatory counseling or ethics training sessions

- Notification of violations to relevant licensing bodies

- Revocation of eligibility for honors or awards

The severity of the disciplinary action will depend on the nature and impact of the violation and can include any actions included in the university's Academic Honesty Policy.

Policy Review

This AI policy will be reviewed annually to keep pace with technological advancements and evolving ethical considerations in healthcare education.

I understand the above policy, and if I have any questions regarding the use of AI at any time, I will contact my course instructor for clarification.

_____

Student’s Signature

_____

Date