Georgia College & State University

School of Nursing

Graduate Nursing Handbook

Summer 2024 Cohort

SCHOOL OF NURSING
GEORGIA COLLEGE & STATE UNIVERSITY

Table of Contents

Welcome to the School of Nursing

Welcome to Georgia College & State University (GCSU), the College of Health Sciences, and the School of Nursing. At GCSU, tomorrow's nurses are educated as if lives depend on it! Students are uniquely prepared for nursing through liberal arts integration into the curriculum leading to students' understanding of clients as unique, holistic individuals. As a student of nursing, you will be challenged to acquire the scientific knowledge and skills of the discipline of nursing, internalize the behavior of a professional nurse, develop technical and decision-making skills, incorporate ethics into your practice, and develop an awareness of your own and others' value systems as a context for professionalism. This will require hard work and commitment on your part but will be a remarkable experience you will treasure for a lifetime, resulting in a career that will give you an endless sense of having made a difference in the world.
This is an incredible journey. We are excited that you have chosen GCSU for that journey and we, the faculty, will do everything we can to support your success as we take the journey alongside you.

- The Nursing Faculty -

Introduction and Purpose

Graduate programs at the Georgia College & State University School of Nursing are dedicated to preparing students for excellence in advanced clinical practice, leadership, and research. With two program options, the Master of Science in Nursing (MSN) and the Doctor of Nursing Practice (DNP), and a comprehensive array of degree concentrations including Family Nurse Practitioner (FNP), Psychiatric Mental Health Nurse Practitioner (PMHNP), Women's Health Nurse Practitioner (WHNP), Nurse Midwifery (NM), and Nursing Education, (NE) we allow students to forge their own individualized intellectual path.

This handbook, prepared for the Graduate students, provides specific information about the graduate nursing programs that supplements – but does not replace – the University's Graduate Catalog. Access to an electronic copy will be provided to each student during orientation/immersion. Students are expected to read this handbook, abide by the policies, and be directed by its many features to help them be successful in their graduate degree journey. Failure to read these sources will not excuse students from abiding by the policies and procedures described in them. Students will be required to verify they have reviewed the handbook.

The handbook is prepared and revised annually for the use of administrators, faculty, students, and staff. Suggestions regarding clarification or addition of topics are welcome. The School of Nursing reserves the right to make changes to this handbook including changes in policies and procedures as deemed appropriate and necessary. All changes will be promptly communicated to students, faculty, and staff.

Commission on Collegiate Nursing Education (CCNE) Accreditation

Graduate Programs are accredited by the Commission on Collegiate Nursing Education*.
The contact information for the CCNE is:

    655 K Street NW Suite 750
    Washington, D.C.
    202-463-6930

* The Nurse Midwifery track is currently accredited by the ACME. Please see the separate Nurse Midwifery Handbook for information regarding this program.

School of Nursing Mission, Vision, Philosophy, Concepts

Mission

In concert with the Georgia College liberal arts mission, the School of Nursing is committed to the formation of nurse leaders to engage in evidence-based practice, lifelong learning, and civic participation in a health information-intensive environment through the development and mastery of clinical reasoning, professional nursing skills, and values. The Family Nurse Practitioner program prepares nursing professionals to fulfill primary care advanced practice roles in rural and underserved areas. The Psychiatric Mental Health Nurse Practitioner program prepares nursing professionals to fulfill mental health advanced practice roles in rural and underserved areas. The Women's Health Nurse Practitioner program prepares nursing professionals to fulfill women's health advanced practice roles in rural and underserved areas. The Nurse Educator program prepares nursing professionals to address educational needs in academic and healthcare organizational settings.

Vision

The GCSU School of Nursing aspires to be recognized as a national leader in nursing education. GCSU nurses will serve at the forefront of the changing healthcare delivery system.

Philosophy

Georgia College's School of Nursing builds the philosophy by defining the basic concepts that comprise the discipline and science of nursing. These concepts are health, nursing, environment, education, and person.

Health

Health is the dynamic integration of the physical, psychological, spiritual, cognitive, and cultural socio-cultural well-being of individuals, families, groups, and communities. The

meaning of health varies between individuals and cultures and is universally accepted as more than being free of disease or infirmity. Health beliefs and practices are impacted by the affordability and accessibility of health care.

Nursing

Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, and alleviation of suffering through the diagnosis and treatment of human response to actual or potential health problems for health promotion, disease prevention, and advocacy in the care of individuals, families, communities, and populations *(American Nurses Association, 2010a, p. 1).*

Environment

The environment is the accumulation of physical, physiological, social, cultural, spiritual, economic, and political conditions that interact with and influence human experience. The interaction is constant, and the environment can be altered to influence health outcomes. Nursing can create and sustain a culture of safety and quality health care that can transform the environment by creating a safe workplace that produces optimal patient outcomes.

Education

Nursing education is an active process where the student develops and masters clinical reasoning, professional nursing skills, and values that enable graduates to thrive in a health-intensive information-intensive environment. The minimal level of education for entry to professional nursing practice occurs at the baccalaureate level and mastery occurs through graduate education and life-long learning.
- Clinical reasoning is a cognitive process of thinking where data is reviewed and analyzed to improve health outcomes.
- Professional nursing skills are developed through the integration of theoretical knowledge and guided clinical practice.
- Professional nursing values are the consistent demonstration of altruism, autonomy, human dignity, integrity, and social justice.

Person

A person is a complex, unique, holistic individual with inherent worth and dignity. The meanings a person attaches to life experiences are influenced by the environment, developmental level, group membership, culture, and ethnicity. The person has the power to identify their own life choices. *(Approved NFO, last updated 4/4/2011)*

Master of Science in Nursing Overview

The Master of Science in Nursing (MSN) program at Georgia College & State University offers an advanced education pathway for Registered Nurses seeking to advance their careers. Rooted in excellence and innovation, our MSN program equips students with the knowledge, skills, and competencies necessary to excel in diverse healthcare settings. With a focus on advanced clinical practice, leadership, and research, our curriculum prepares graduates to meet the evolving challenges of modern healthcare delivery. Students have the opportunity to choose from a range of specialty tracks, including Family Nurse Practitioner, Psychiatric Mental Health Nurse Practitioner, Women's Health Nurse Practitioner, Nurse Midwifery, and Nursing Education, tailored to their career goals and interests. Through a combination of rigorous coursework, hands-on clinical experiences, and mentorship from expert faculty, graduates emerge as competent, compassionate, and culturally competent nursing leaders ready to make a meaningful impact on individuals, families, and communities.

Programs of Study

After students are admitted to the University and accepted to the MSN program, the student will work with an MSN program coordinator to develop a program of study (POS) depending on admission status (full-time vs part-time) and MSN specialty track. The POS will outline the courses required each semester.

GCSU School of Nursing currently offers five MSN Specialty Tracks. Below is a list of current offerings and the corresponding MSN coordinator.
- Family Nurse Practitioner (FNP) – Dr. Krystal Canady.
- Psychiatric Mental Health Nurse Practitioner (PMHNP) – Dr. Flor Culpa-Bondal
- Women's Health Nurse Practitioner (WHNP) – Dr. Monica Ketchie.
- Nurse Midwifery (NM) – Dr. Monica Ketchie.
- Nurse Educator (NE) – Dr. Debbie Greene.

Once the initial POS is signed, the student may not make changes to admission status (full-time vs part-time), specialty track, or course sequence without first discussing it with the assigned program coordinator and signing an updated POS. If space is available, students in the full-time program may elect to move to the part-time program after meeting with their advisor and requesting this change. Because of course sequencing, students in the part-time program are not able to move to the full-time program.

Once the program of study is on file, students should register for courses as early as possible. Registration is available by logging into your Unify account or mygcsu.edu account and selecting the PAWS tile. See the Academic Calendar for registration dates for more

information.

MSN Full-Time Programs of Study

- [FNP Program of Study](#)
- [PMHNP Program of Study](#)
- [WHNP Program of Study](#)
- [Nurse Educator Full-Time Program of Study](#)
- [Nurse Educator Part-Time Program of Study](#)

Post-MSN Certificate Programs of Study

- [Post-Graduate Certificate FNP Program of Study](#)
- [Post-Graduate Certificate PMHNP Program of Study](#)
- [Post-Graduate Certificate WHNP Program of Study](#)
- [Post-Graduate Certificate Nurse Educator Program of Study](#)

Program Outcomes with Relationship to Program Concepts
(Approved by Graduate Committee: January 2019)

1. **Integrate liberal arts foundation with scholarly inquiry and client values as a basis for problem-solving.**
   Essential II (Leadership) and III (Quality/Safety)
   NONPF Leadership Competencies and Quality Competencies
   NLN 5 (Leadership)
2. **Demonstrate leadership in the advanced specialty role through legal and ethical decision-making, accountability, and a commitment to quality improvement and safety.**
   Essential V (Informatics)
   NONPF Technology and Information Literacy Competencies
   NLN 3 (Assessment and Evaluation)
3. **Demonstrate informatics and healthcare technology competencies to enhance outcomes for clients and populations.**
   Essential VI (Policy/Advocacy)
   NONPF Policy Competencies and Ethics Competencies
   NLN (Policy)
4. **Advocate for ethical policies that promote access, equity, quality, and cost-effectiveness.**
   Essential VII (Collaboration) and VIII (Clinical Prevention/Population Health)
   NONPF Health Delivery Systems Competencies
5. **Collaborate within nursing and inter-professional teams to improve client and population health.**
   Essential IX (Master's Level Nursing Practice)

NONPF Independent Practice Competencies
NLN I (Facilitate Learning), II (Facilitate Learner Socialization and Development), VI (Curriculum)

6. **Demonstrate the competencies associated with the graduate nursing specialty role.**

Link to AACN Essentials: Core Competencies for Professional Nursing Education:
[The Essentials: Competencies for Professional Nursing Education (aacnnursing.org)](#)

MSN Synthesis Requirements

All MSN students are expected to demonstrate successful achievement of program outcomes as evidenced by depth and breadth of knowledge, a synthesis of data, complexity of skills and interventions, and role autonomy by the program's end. through a comprehensive synthesis of skills and knowledge acquired through core and specialty courses. In addition, the Advance Practice RN student (FNP, PMHNP, WHNP) is expected to demonstrate that they are educationally prepared to assume responsibility and accountability for the assessment, diagnosis, and management of the patient, which includes health promotion and/or maintenance as well as the use and prescription of pharmacologic and non-pharmacologic interventions. The process of synthesis should be a scholarly experience that threads throughout the program and is finalized in the last semester. The MSN programs use two methods to demonstrate mastery of program outcomes. The Electronic Portfolio (all MSN students), and the Simulated Certification Exam (APRN only).

Electronic Portfolio Requirements

Students will receive information on the program outcomes and an introduction to the Electronic Portfolio during orientation. Once created, students will share the portfolio link with their advisor and/or program coordinator. Each semester, course faculty will use the syllabus to identify assignments to be included in the portfolio. Emphasis is placed on demonstration of the relevance of coursework to clinical practice. Students and faculty are encouraged to arrange multiple experiences in synthesis and application to practice throughout the program. *The portfolio should demonstrate the student's mastery of the program outcomes.* Students must make an appointment with their advisor to review the portfolio each semester. This electronic portfolio must be *started at the beginning* of the program and *shared with the student's academic advisor at least once during each semester* for the advisor hold to be released for the student to register. **Students are required to submit their portfolio for review at the end of their program. Documentation of a satisfactory portfolio will be confirmed in the practicum course.**

Exit Exam Requirements

For APRN students, the Exit exam is a comprehensive exam and covers all topics that the NP student has had during their Program of Study. This exam is designed to simulate the

respective Certification Board Exam.

APRN-eligible students (FNP, PMHNP, WHNP) are required to successfully complete a simulated Exit Certification Exam with a score that is within the acceptable range (see practicum course materials for program-specific requirements regarding the number of allowed unsuccessful attempts and the process for proceeding).

Doctor of Nursing Practice (DNP)

Overview

The DNP program is offered as a post-baccalaureate or a post-master's degree. It is offered in a convenient online, executive-style format designed for the busy working professional. The curriculum is derived from the Essentials of Doctoral Education for Advanced Nursing Practice *(AACN, 2006; Updated 2021),* American Nurses Association (ANA) Scope and Standards of Practice, ANA Code of Ethics for Nursing, Quality and Safety Education for Nurses (QSEN).

Programs of Study

To earn a DNP degree, students must earn a minimum of 1000 supervised graduate-level clinical hours. Incoming students with an MSN are expected to have earned 500 –750 of these clinical hours during their MSN program. Students who do not meet this 500-750-hour requirement will require additional clinical hours upon coming into the program (i.e., did not have 500-750 clinical hours in their MSN program to bring in) and must have this built into their program of study upon acceptance to the DNP program, and must begin the DNP program in part-time status. After students are admitted to the University and accepted to the DNP program, the student will work with the DNP program coordinator to develop a program of study (POS) depending on clinical hour requirements and admission status (full-time vs part-time). The POS will outline the courses required each semester.

Once the program of study is on file, students should register for courses as early as possible. Registration is available by logging into your Unify account or mygcsu.edu account and selecting the PAWS tile. See the Academic Calendar for registration dates for more information.

DNP Programs of Study (POS)

- BSN-DNP: FNP Program of Study
- BSN- DNP: PMHNP Program of Study
- BSN-DNP: WHNP Program of Study

- [APRN Post-MSN to DNP Program of Study](#)

Program Outcomes

1. Translate, integrate, and apply evidence from nursing science and the arts, humanities, and other sciences into advanced specialty clinical practice.
2. Establish a caring relationship with the individual that demonstrates effective communication, assessment, and diagnostic skills to develop a holistic plan of care that applies current and emerging evidence and ensures accountability throughout the healthcare continuum.
3. Advocate for social justice, equity in healthcare, and the protection of public health through leading redesign of regulatory, legislative, and public policy.
4. Engage in the generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform healthcare.
5. Demonstrate the use of established and emerging quality and safety principles as core values of nursing practice to enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.
6. Facilitate intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.
7. Effectively respond to and lead within complex systems of healthcare utilizing multidisciplinary collaboration to create effective healthcare delivery systems.
8. Demonstrate informatics and healthcare technology competencies to enhance outcomes for clients and populations.
9. Demonstrate formation and cultivation of a sustainable, ethical professional nursing identity, accountability, perspective, collaborative disposition, and behavior that reflects nursing's characteristics and values.
10. Demonstrate a commitment to participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.

The Translational Research and Clinical Project

"There are many past, present, and projected healthcare dilemmas that call for healthcare transformation. Nurses, as members of the healthcare team, are expected to assume a prominent role in addressing these dilemmas. Nurses cannot be expected to significantly impact healthcare transformation unless their educational preparation provides them with opportunities to learn and employ scholarship, leadership, and teamwork skills to advance practice. ***A scholarly work that aims to improve clinical practice, therefore, is required of students completing a practice doctorate in nursing.*** Collaboration with practice partners
whenever possible will maximize the impact of the student experience *(AACN Essentials, 2021)."*

Clinical doctoral degrees are distinguished by the completion of a Translational Research and Clinical project that demonstrates a student's ability to synthesize and apply learning that lays the groundwork for future practice and scholarship. The Doctor of Nursing Practice (DNP) Translational and Clinical Project is a scholarly experience that implements principles of evidence-based practice and science under the guidance of the student's Doctoral Committee. The DNP Translational and Clinical Project is designed to blend a student's professional interests and experience with the skills and knowledge gained throughout DNP courses. A project topic will be identified by the student early in the program and completed throughout the study.

Unlike a dissertation, the DNP Translational and Clinical Project may take many forms depending on institutional requirements and student specialty area. Evidence-based practice is the common methodology that underlies all varied project forms. All projects are designed to improve clinical outcomes or resolve the gap between evidence and implementation in clinical practices and community policies. See the appendix for examples of the types of Translational and Clinical Projects that meet the requirements for the DNP degree.

Key elements in any project include:
1. Problem identification
2. A search, analysis, and synthesis of literature and evidence
3. Translation of evidence to construct a strategy or method to address a problem
4. Design of a plan for implementation and actual implementation when possible
5. Evaluation of outcomes, process, and experience.
6. Additional elements as deemed necessary by faculty.

DNP Project Tool Kit

Orientation and Attendance

The new graduate student must participate in an on-campus orientation and immersion during the first week of the program's first semester. Attendance at the entire orientation and immersion experience is required for all students.

The learning environment will consist of a mixture of live online (synchronous) meetings that will occur on Thursdays as outlined in the Course Schedule in Paws, and asynchronous learning activities where students engage with course materials and complete tasks at their own pace and on their own schedule.

Synchronous classes will be conducted using online communication platforms such as WebEx, Zoom, or Teams. Training on the use of the desired platform will be provided during immersion week. Students are expected to have access to an appropriate

computer that meets [technology requirements](#), reliable internet access, and a headset with a microphone.

It is expected that students attend online classes using a computer rather than a phone or tablet and that students be in an environment conducive to learning. Attendance requirements are further addressed in [Policy 3003](#). Students who demonstrate excessive absences or tardiness will be counseled individually.

In the event of an absence from a synchronous class, students should:
1. Notify the nursing faculty member before class if they expect to be absent due to personal or family illness death of a relative/close friend, or for participation in approved co-curricular activities.
2. Arrange with the nursing faculty member for missed assignments or examinations according to the guidelines in individual course syllabi. Students may or may not be given an alternate form of the examination.
3. Understand that many graduate courses specify a percentage of course grade for class participation. Students cannot participate if absent or late; consequently, their grades will be adversely affected by absence or tardiness.

Academic Advising/Mentoring

The purpose of advising in the graduate nursing program is to assist graduate nursing students to be successful in their programs of study. Academic advising is a shared responsibility between students, faculty, and staff. Each graduate student will be assigned a Faculty Advisor upon admission to the program.

If you are unsure who your academic advisor is, you can locate that information by logging into your [Unify account](#) or my.gcsu.edu and selecting the PAWS tile. Once in PAWS select the Student Services tab at the top of the screen. Here you will be able to view your academic information including your advisor's name.

Appointments (virtual or in person) with academic advisors are encouraged to discuss coursework, programs of study, and opportunities for clinical placement and to release advisor holds for registering for classes.

Specific Aims of Advising

1. Students will receive effective advising consistent with GCSU, College of Health Sciences, and School of Nursing Guidelines.
2. Students will actively participate in the advising process.
3. Successful completion of a program of study.

Advisor Responsibilities

Graduate students can expect their advisors to:
1. Understand and effectively communicate the University policies and procedures.
2. Provide information about and strategies for utilizing available campus resources and services.
3. Monitor and accurately document the advisee's progress toward meeting curricular goals.
4. Maintain confidentiality.
5. Be accessible via posted office hours, scheduled virtual appointments, email, and/or telephone.

Advisee Responsibilities

The advisees are ultimately responsible for their educational success and are expected to:
1. Participate in mandatory graduate orientation.
2. Read the University Catalog and Graduate Handbook.
3. Schedule regular appointments or make regular contact with their academic advisor.
4. Make use of campus services and resources to enhance your personal and academic success.
5. Be prepared for each advisement meeting with questions and discussion points.
6. Accept responsibility for your own decisions.

ANA Code of Ethics for Nurses

All professional nurses are expected to provide ethical care. All students should review the American Nurses Association (ANA) Code of Ethics for Nurses.

Georgia Registered Professional Nurse Practice Act

Graduate nursing students are to comply with Georgia Board of Nursing Rule 410-10-.01, Standards of Practice for Registered Professional Nurses. In addition, graduate nursing students shall understand the definition and consequences of unprofessional conduct and practice as outlined in Georgia Board of Nursing Rule 410-10-.03. Professional behavior is expected in all areas of their lives: academic, work, and personal. The professional standards expected of nurses translate to the use of social media. Students who through unprofessional conduct are unable to maintain an unencumbered license in their state of practice will be withdrawn from the graduate program.

University Policies

The School of Nursing (SON) follows the policies and procedures outlined in the University Graduate Catalog. This includes but is not limited to grievances, appeals, and petitions; transfer and transient credit; graduation requirements, and the student code of conduct.

Transfer and Transient Credit

Transfer credit applied toward the DNP degree requirements from another ACEN or CCNE-accredited school may be possible. Contact the DNP Coordinator to inquire. In addition, consult the University Graduate Catalog for policies related to transfer credit. Students may transfer a maximum of 9 credit hours. Students may take classes at another University as transient students. Students should contact their academic advisor for more information.

Grievances, Appeals, and Petitions

The School of Nursing (SON) follows the policies and procedures outlined in the University Graduate Catalog regarding academic and non-academic grievances and appeals. These can be found in the Graduate Catalog under Grievance and Appeals

Student Code of Academic Conduct

Graduate students are expected to comply with all aspects of the Georgia College Student Code of Academic Conduct Policy and should understand the definition and consequences of Academic Dishonesty including the use of copyrighted materials. Additional information is located in the University System of Georgia Copyright Policy.

Health Insurance and Waiver

The Georgia Board of Regents requires all nursing students to obtain student health insurance. The fee for this service is added to tuition each fall & spring unless a waiver is completed.

Graduate students who already have health insurance may complete a waiver from the USG Student Health Insurance Program (SHIP). Information about this will be distributed by the GCSU Business Office each fall and spring semester. Questions regarding the student health insurance policy and the waiver procedure should be directed to the Business Office (478-445-5254; email businessoffice@gcsu.edu.)

Readmission of Graduate Students

The School of Nursing (SON) follows the policies and procedures outlined in the University Graduate Catalog regarding readmission of graduate students.

Religious Observance Policy

The School of Nursing (SON) follows the policies and procedures outlined in the catalog regarding the observance of religious holidays. Students who miss a class in observance of a religious holiday or event are required to notify each instructor with a Religious Observance Faculty Notification Form (found on the policy website) within the first week of class on the semester in which the observance occurs and to make up any missed coursework.

Assistance for Student Needs Related to Disability

If you have a disability as described by the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Section 504, you may be eligible to receive accommodations to assist in programmatic and physical accessibility. The Student Disability Resource Center can assist you in formulating a reasonable accommodation plan and in providing support in developing appropriate accommodations to ensure equal access to all GCSU programs and facilities. Course requirements will not be waived, but accommodations may assist you in meeting the requirements. For documentation requirements and more information, we recommend you contact the Student Disability Resource Center in Russell Library 109 at 478-445-5931.

Student Mental Health

To best meet the needs of students and their mental health, the University System of Georgia (USG) and Georgia College provide 24/7 counseling through Christy Campus Health (833-855-0085) alongside on-campus Counseling Services (478-445-5331).

Electronic Recording Policy

Electronic video and/or audio recording is not permitted during any class unless the student obtains permission from the instructor and every student present. If permission is granted, any distribution of the recording is prohibited. Violation of this policy is grounds for removal from the class and referral for disciplinary action. Students granted specific electronic recording accommodations from Disability Services do not require special permission; however, the instructor must be notified. Any distribution is prohibited.

Graduation Requirements

The School of Nursing (SON) follows the policies and procedures outlined in the University Graduate Catalog regarding graduation requirements. Questions about graduation may be directed to the student's academic advisor or the Office of the Registrar.

School of Nursing Policies

The graduate student is expected to adhere to School of Nursing Policies and Procedures while in the learning environment.

Campus Laboratory Policy & Guidelines (Appendix 1001A – Lab Rules): Policy #1001
This policy supports safety and professional practice in campus laboratory activities.

GCSU Dress Code Policy: Policy #1002
The purpose of this policy is to outline undergraduate and graduate expectations related to the dress code.

Standard & Transmission-Based Precautions: Policy #1003
This policy provides guidelines for the prevention of pathogen transmission in the laboratory and clinical setting. Guidelines for education and post-exposure treatment are also included.

Student Accident/Injury: Policy #1004
This policy provides information and guidance to faculty and students on what to do when injury or exposure occurs. A School of Nursing incident/injury report is to be completed by the student and faculty member as soon as possible after the incident. The faculty member will notify the Director of the School of Nursing (478.445.5122) as soon as possible. The clinical agency may request that an incident report be completed there as well.

Georgia College, the GCSU College of Health Sciences, and the School of Nursing assume no responsibility for the risks or the costs as a result of student exposure or injury.

Student with Chemical Impairment: Policy #1005
This policy provides guidance for faculty and students related to suspected chemical impairment.

GCSU Sim Policy and Procedure Manual: Policy #1010
This policy provides guidance related to the Simulation and Translational Research Center and the Campus Skills Lab.

Graduate Online Testing: Policy #3000
This policy provides information and guidelines to faculty and students regarding testing in the program.

Graduate Faculty Testing: Policy #5012
This policy provides guidance to students and faculty regarding exam administration, test review, and exam absences.

Admission, Progression, and Dismissal: Policy #3001
This policy provides faculty and student guidance regarding the application, admission, advising, progression, re-entry, and dismissal guidelines.

Student Orientation & Onboarding: Policy #3002
The purpose of this policy is to guide the onboarding process for new graduate students. Orientation will be held in the first week of the first semester of the program. The entire

onboarding experience is **required** for all graduate students. Students will be provided with dates and instructions once they are accepted to a graduate cohort. This policy provides general guidelines for students and faculty related to courses and clinical experiences.

Students must meet any clinical agency requirement and maintain professional liability insurance throughout the GCSU graduate program. Graduate students must hold an unencumbered license in the state where they will complete their clinical experience. Criminal background checks and urine drug screens may be required by some clinical agencies. The student and clinical agency will arrange for the required screening per the protocols.

Clinical hours related to the DNP project and other precepted clinical hours earned will be logged into the electronic documentation management system. The hours will be logged in regularly. Please see the information under Translational Research and Clinical Project Took Kit for additional information.

Graduate Course and Clinical Guidelines: [Policy # 3003](#)
The purpose of this policy is to provide general guidelines for students and faculty related to the course and clinical experiences. This policy complements other SON policies that address related areas.

APRN Graduate Student Safety Policy: [Policy #3005](#)
The purpose of this policy is to provide APRN students with guidelines regarding safety issues during clinical rotations.

Technology Requirements and Resources

A list of [Student Technology Resources](#) including computer recommendations, software downloads, and Microsoft Teams information is provided. If you have questions regarding minimum technology requirements for laptop and desktop computers, as recommended by GCSU, please contact SERVE at 478-445-SERV (7378) or serve@gcsu.edu.

Computer software can be purchased with significant discounts at [Software Resource & Services](#) because of a University System of Georgia contract. Approved software can be purchased online and postal mailed to the student's home. Also, students can download Microsoft Office 365 for free through UNIFY and get 7GB of storage for use while they are students at GCSU.

Laptop computers, iPods, iPads, digital cameras, and other resources are available through the GC Library and Information Technology Center (LITC). Poster printing services are also available through the library services. Printing costs per square inch are payable through the pay-for-print system with a Bobcat card. It is available to students and faculty. A standard 36x48 poster would have an average cost of $34.56. Print time varies with size but may take 30-45 minutes.

The **D2L Learning Management System** is used to teach online portions of graduate courses. All courses use the D2L learning management system as a support tool and faculty expect that graduate students are computer-literate. Training for using this system will be provided during immersion orientation. Additional assistance can be accessed by calling the Center for Teaching and Learning (CTL) @ (478) 445-2520.

Beginning when the student is accepted to the program, **all communication between Georgia College and the student will be managed with the student's campus email address or through the learning platform**. Campus email can be accessed by logging into Unify with your username and password. Course email can be accessed through Georgia View, also through Unify. Problems with email should be directed to the SERVE Help Desk at 478-445-7378 or a serve@gcsu.edu.

GCSU Graduate Writing Guidelines and Resources

Students enrolled in graduate programs at the Georgia College & State University School of Nursing are responsible for ensuring that assignments and major papers meet the formatting requirements of the program of study. The Georgia College School of Nursing has adopted the *Publication Manual of the American Psychological Association*, 7th edition (referred to as the APA Manual) as the official guide for the preparation of written work within all programs. This guide was developed to help students prepare written work in compliance with the guidelines. This document will also guide the student in adapting the guidelines to meet specific School of Nursing requirements.

General Criteria

Because written assignments reflect the student's knowledge of content, as well as professional communication skills, they should be prepared with care. The following general guidelines should be followed in addition to any course-specific criteria.

1. Typewritten in Microsoft Word and saved as a .doc or .docx document. It is the student's responsibility to seek help using the Microsoft Office software.
2. Containing appropriate resources that are of high quality.
   a. The most current information (generally written within 3-5 years).
   b. Information should be from peer-reviewed resources.
   c. Seminal (important & influential) works should take precedence in certain situations.
   d. Primary sources -the author who did the research was the person who authored the article – are preferred.
   e. Secondary sources -the author refers to an article written by another person – may be appropriate in certain circumstances.
3. Written in accordance with the latest APA Manual guidelines unless otherwise specified by faculty. Purchase of the APA manual is required for all graduate students.

4. Composed using correct sentence and paragraph structure.
5. Written using correct grammar and spelling.
6. Presented in a professional manner.
7. Prepared according to criteria specified in the course requirements and The GCSU Graduate Writing Manual Guidelines.

Turnitin Plagiarism and Artificial Intelligence Detection Software

Faculty reserve the right to use plagiarism and artificial intelligence (AI) detection software. This software is built into the learning management system and students should assume it will be active for all assignments. The School of Nursing prohibits students from using other individual's work or ideas and passing them off as their own. Similarly, using AI to compose an assignment circumvents the intended learning process. All resources should be appropriately paraphrased and cited to avoid a charge of plagiarism. If plagiarism is detected, it is punishable by receipt of a grade of 0 for the assignment, a failing grade for the course, or possible expulsion from the university. If the use of AI is detected, students may be required to resubmit assignments that do not indicate the use of AI. See the above link to the University Policy titled "Student Code of Academic Conduct."

The Writing Center

The [Writing Center](#) is a free service available to all members of the university community. They provide both synchronous and asynchronous assistance and tutoring for graduate students. A Graduate Assistant is available to assist DNP students with individual writing assignments. Information about contacting the Graduate Assistant will be provided at the orientation/immersion.

Graduate Library Services

Russell Library has dedicated research librarians ready to assist our students. Services provided include:
- One-on-one research assistance
- An overview of the library source
- Literature review instruction
- Citation assistance (primary and secondary sources etc.)

The research librarians are available by phone (478) 445-0981 or email Edward.whatley@gcsu.edu

Galileo Digital Library

GALILEO is an online library portal that allows Georgia College students and faculty access to subscription-only information that is not available through free search engines or Web directories. You can access GALILEO databases with your Unify credentials through the Georgia View learning platform or directly through [GALILEO](#). Some items or databases may prompt you for a GALILEO password, which changes every semester. Students can retrieve the password from their [library account](#), where students can also renew checked-out items.

EndNote/Personal Bibliographic Software

Students are expected to use the most current personal bibliographic manager supplied by the university to retrieve citation information from digital libraries and to cite references in scholarly papers. Georgia College provides free access to EndNote personal bibliographic software. The software license allows students to [download EndNote](#) to a flash drive or laptop and to install the software on students' personal computers. The software is compatible with Windows and Mac operating systems. Students are encouraged to download the software during Orientation/Immersion and will receive software training. The EndNote website provides additional [tutorials](#) and [support](#).

Study Abroad and Nursing International Exchange Opportunities

The College of Health Sciences has international exchange agreements with several universities. Graduate students in good standing within the University may apply for an international exchange experience during their academic program. Academic requirements and schedules are negotiated between graduate course faculty at GCSU and the respective faculty abroad. For further information on the international exchange possibilities, please visit the [GC](#) [International Exchange](#) website.

Multiple study-abroad activities are also available through the School of Nursing. For further information on the study abroad opportunities please contact your academic advisor.

Scholarships

GCSU General information concerning scholarships, awards, prizes, and grants may be obtained from the scholarship committee. Contact the [GC Financial Aid Office](#) at 478.445.5149.

Georgia Nurses Foundation, Inc.
The Georgia Nurses Foundations offers [scholarships](#) and awards on an annual basis.

Georgia Association for Nursing Education (GANE)
GANE offers the Spillman-Bischoff scholarship for graduate nursing students. Visit their [website](#) for more information.

Theta Tau Nursing Scholarship
Sigma awards the Helene Fuld Trust Scholarship annually. See the [website](#) for more information.

Graduate Research Travel Grant
Designed to support the costs associated with the presentation of their original scholarship at professional academic conferences, the [Graduate Research Grant](#) is available in the fall and spring of each year. Deadlines are October 15 and February 15 respectively.

Graduate Assistant Traineeship
A limited number of [graduate assistantships](#) are offered within the School of Nursing. These provide graduate students an opportunity to work directly in their program of study in exchange for a tuition and fee waiver, along with a monthly stipend.

Awards & Honors

Outstanding DNP Student

This award is to recognize an outstanding DNP student in clinical performance, community service or service learning, and scholarly activities. Students are encouraged to develop a portfolio that documents their development as a DNP-prepared nurse, emphasizing the following areas: involvement with national or local nursing organizations in their area of expertise, university involvement, community service in nursing, and the development of an evidence-based practice in their area of expertise.

Outstanding MSN Student

This award is to recognize an outstanding graduate student in clinical performance, community service or service learning, and scholarly activities. Students are encouraged to develop a portfolio that documents their development as a master's prepared nurse, emphasizing the following areas: involvement with national or local nursing organizations in their area of expertise, university involvement, community service in nursing, and the development of an evidence-based practice in their area of expertise.

Participation in the University Community

University-Level Committees

Graduate students are invited to serve on several committees at the University level to provide the unique perspective of the graduate nursing student to the group's work. If you have an interest in serving on a university-level committee, please contact the Director of Nursing programs at josie.doss@gcsu.edu.

School of Nursing Committees

Several standing and ad hoc committees exist to enable much of the work of the College of Health Sciences and the Nursing Program. If you are interested in serving on the Nursing Faculty Organization (NFO), please contact the Director of Nursing at josie.doss@gcsu.edu.

Student representatives will be excluded during admission/progression deliberations.
*** Ad Hoc committees may be established by any standing committee or the Director*
and continue to function until their assignment is complete.

Appendix

Student Handbook Receipt

I have read the Georgia College Graduate Student Handbook and agree to adhere to the policies stated herein.

Student Name (Please Print): _____

Student Signature: _____
_____

Student Signature Date: _____
_____