Francis Marion University
School of Health Sciences
Department of Nursing

MSN and DNP Programs
Graduate Student Handbook
2026-2027

PREFACE

Welcome to the graduate program at Francis Marion University (FMU). The *Graduate Nursing Handbook* contains the policies, procedures, and general information of the nursing program as it pertains to graduate students. The information in this handbook is a supplement to, not a substitute for, information published in the current editions of the *Francis Marion University Student Handbook* and *Catalog*. The *Francis Marion University Student Handbook* and *Catalog,* and the *Graduate Nursing Handbook,* are not irrevocable contracts. Regulations published in them are subject to change at any time, but students are notified by Blackboard Learn announcement and email. The University and graduate program regulations are policy statements to guide students, faculty, and administrative officers in achieving the goals of the program.

By enrolling in the graduate nursing programs at Francis Marion University, you agree to be bound by the policies and procedures described in this handbook. Successful completion of and graduation from a graduate nursing program require adherence to all policies, procedures, and regulations as stipulated by Francis Marion University and the Masters of Nursing (MSN) and Doctor of Nursing Practice (DNP) programs. Should you have any questions regarding the requirements, regulations, and/ or policies contained herein, do not hesitate to refer them to your nursing program Academic Advisor, the Department of Nursing Chair, Course Coordinator, Nursing Department's Office of Student Services, or other appropriate persons.

The Baccalaureate Degree Program in Nursing/Master's Degree Program in Nursing and Doctor of Nursing Practice Program and/or Post-Graduate APRN certificate program at Francis Marion University is accredited by the Commission on Collegiate Nursing Education.

Commission on Collegiate Nursing Education
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WELCOME

Welcome to the Francis Marion University graduate nursing programs. The graduate nursing programs are outstanding educational programs that will enhance your career trajectory. We would like to congratulate you on your choice of graduate education. Advanced Practice Registered Nurses (APRN) and doctoral-prepared registered nurses are very much needed in today's healthcare and nursing educational world that is comprised of technological advancements, evidence-based practice, and national health initiatives. Nurse Educator, Family Nurse Practitioner, Psychiatric Mental Health Nurse Practitioner, and Doctor of Nursing Practice students in this program will blaze the advanced practice nursing trail for the Pee Dee region and beyond. Nurses with graduate degrees will be at the forefront of healthcare reform and educational change. Francis Marion University provides a superior education that develops students' leadership skills to affect healthcare and nursing educational progress.

The faculty in the Francis Marion University graduate nursing programs have years of experience in nursing practice and education. The faculty are dedicated to help you succeed in becoming an outstanding APRN or advancing your educational preparation with a Doctor of Nursing Practice degree. We pride ourselves with students achieving the competencies, critical thinking ability, and caring attitudes they obtain when caring for the citizens of the Pee Dee Region and beyond. We invite you to establish a professional relationship with us so we can mentor you through these ground-breaking educational programs. Use this handbook as a resource to help you navigate the path. Remember that faculty are always available to assist you along the way.

On completion of a graduate nursing program, you will have obtained the education needed to be an excellent, skilled, caring advanced practice registered nurse, and leader. As a graduate of this program, you will be well-received by the health care and educational communities in the Pee Dee Region, South Carolina, and nationally. Your clinical decision-making skills and pedagogical knowledge will enable you to provide patients, families, and populations with evidence-based clinical skills and leadership abilities to affect change in the healthcare arena. Here in the Francis Marion University graduate nursing programs, we prepare nurses that are not only clinically and educationally skilled, but who also subscribe to the value of life-long learning.

Congratulations on being accepted into these competitive programs. The next semesters will be a positive, life-altering experience. The nursing faculty feel blessed to be able to share this journey of learning with you and will do everything possible to promote your success.

Sincerely**,**

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I. OVERVIEW OF THE NURSING PROGRAM AT FRANCIS MARION UNIVERSITY

Francis Marion University (FMU) is an outstanding educational institution located in Florence, SC in the Pee Dee Region. Excellence in teaching and learning is the priority of the institution. The University is accredited by the Southern Region Association of Colleges and Schools and has received national recognition for the quality of education and diversity of the student population. FMU has outstanding science programs, an excellent library, academic computer center, and serves to support students academically and socially.

Since 1982, FMU hosted a satellite RN-to-BSN program of the Medical University of South Carolina (MUSC), College of Nursing. Based on regional need, the South Carolina Board of Nursing and South Carolina Commission on Higher Education approved a generic BSN program and, in the fall of 1998, the first class was admitted. Throughout the twenty-two (22) year history of the collaborative relationship, FMU provided pre-nursing courses, on-campus facilities, such as classrooms, offices, and learning laboratory, library support, and has had occasion to assist in obtaining state appropriations for the program. The program was administered as a remote campus of the MUSC College of Nursing. Faculty and staff were employees of MUSC. There was strong community support for a baccalaureate nursing program at FMU. A formal needs assessment was conducted, and the Colleagues in Caring project determined that the Pee Dee was the only region in South Carolina without a free-standing baccalaureate nursing program. Additionally, this region had the lowest percentage of baccalaureate nursing graduates in the State.

In June 2004, FMU and MUSC signed a Memorandum of Understanding, which provided the guidelines and timeframes for the transfer of the MUSC satellite Bachelor of Science (Generic BSN and RN-to-BSN) to the FMU campus. Subsequently, FMU received approval from the South Carolina Board of Nursing (March 17, 2006) and the South Carolina Commission on Higher Education (May 5, 2006) to assume administrative direction. The program was approved by the South Carolina Board of Nursing on March 17, 2005 and by the South Carolina Commission on Education. The program received initial accreditation from the National League for Nursing Accrediting Commission in spring 2006 and reaccreditation for eight years in 2011.

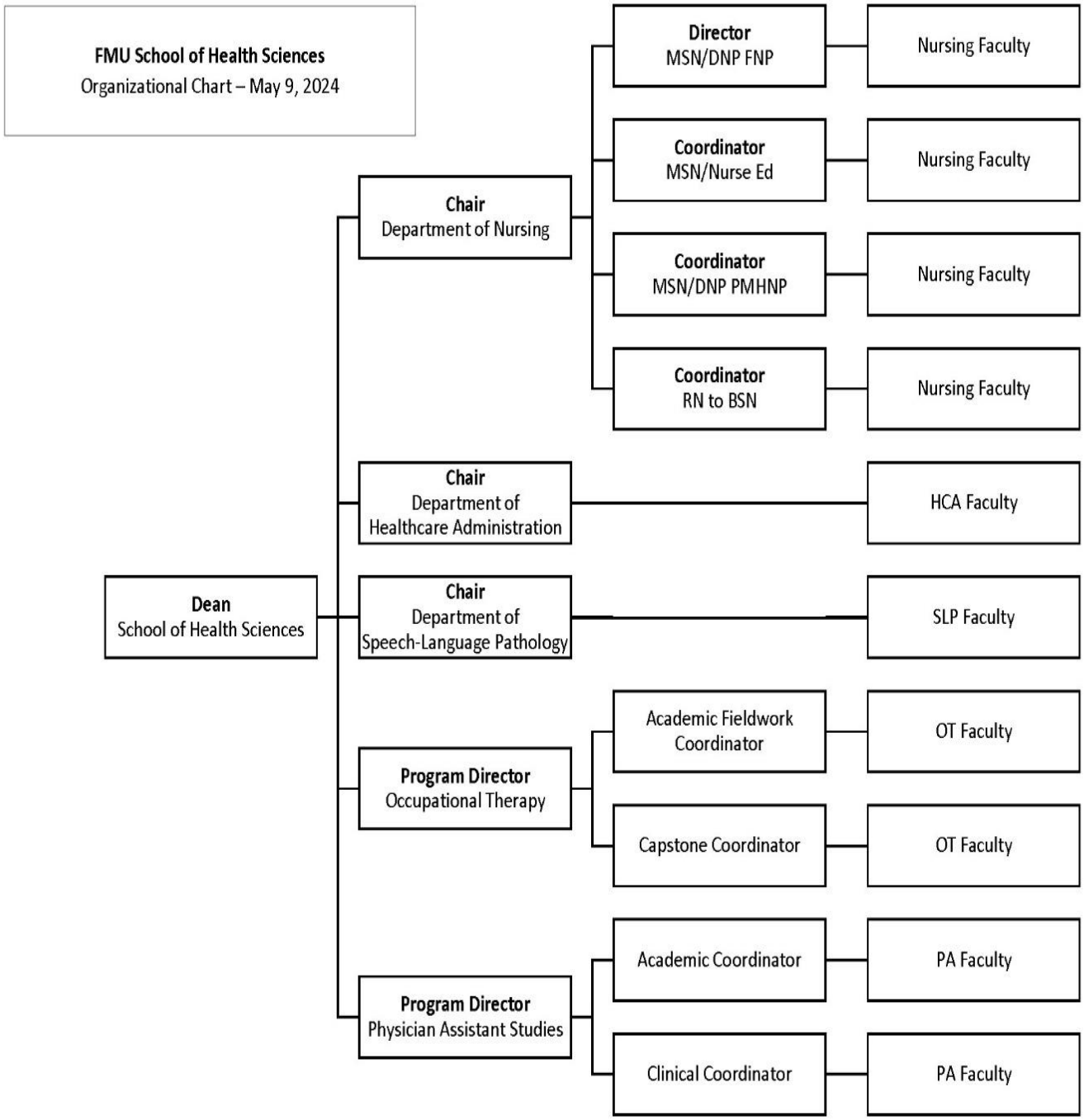
In 2013, FMU Department of Nursing (DON) added two (2) MSN program options and a post-masters certificate nurse educator option. In July of 2016, the Department of Nursing was incorporated into the School of Health Sciences. Due to the growth in program options, a new health sciences building opened in August 2016. The Carter Center for Health Sciences (CCHS) in downtown Florence provides interprofessional opportunities for the Masters of Science in Nursing/ Nurse Practitioner students to interact with graduate clinical psychology students, speech language pathology students, occupational therapy students, physician assistant students, and the University of South Carolina (USC) third- and fourth-year medical students.

In the past, nurses seeking graduate degrees had to travel two to three (2-3) hours one (1) way to access educational programs in other areas of the state. FMU provides quality graduate education for nurses who are working full-time and desiring to advance their careers. The graduate MSN-FNP, MSN-PMHNP and BSN-DNP programs are designed so that students travel to campus no more than twice per semester. The MSN-NE and the MSN-DNP programs are fully online.

In the Spring of 2018, the School of Health Sciences began the Doctor of Nursing Practice (DNP) program after legislative changes and approval of the Southern Association of Colleges and Schools (SACS) and a change in the Francis Marion University's Mission statement.

In the Fall of 2020, the MSN/Psychiatric Mental Health Nurse Practitioner (PMHNP) program began due to the need for mental health services in the Pee Dee region. The BSN-DNP/PMHNP program began in Fall 2023 and the Post-Masters PMHNP Certificate program began in Fall 2024.

II. SCHOOL OF HEALTH SCIENCES ORGANIZATIONAL CHART



III. MISSION, CORE VALUES, & PROGRAM LEARNING OUTCOMES

Mission Statement

The Francis Marion University Department of Nursing prepares graduates to function competently as caring professional nurses in a variety of healthcare settings. The program endeavors to instill in students the value of lifelong learning.

Core Values

The core values of the FMU MSN Program include competence, caring, and commitment.

- ***Competence*** is defined as the development of the ability of the professional registered nurse to integrate evidence-based knowledge and skill to be a leader in providing safe, effective, value-based patient care.
- ***Caring*** is defined as the ability of the professional registered nurse to provide compassionate, holistic, culturally sensitive care to individuals, families, and communities across the life span.
- ***Commitment*** is defined as the ability of the professional registered nurse to embrace technological advances, life-long learning, and be a collaborate member of the interdisciplinary healthcare team.

FMU Graduate Program Student Learning Outcomes:

AACN Domains	Outcomes for DNP Programs	Outcomes for MSN Programs
Domain 1: Knowledge for Nursing Practice: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.	Integrate, translate, and apply established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences to provide advanced population-specific care for patients, families, and communities in rural and underserved environments which culminates in the DNP scholarly product.	Integrate, translate, and apply established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences to provide advanced population-specific care for patients, families, and communities with an emphasis on rural populations.
Domain 2: Person-Centered Care: Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.	Demonstrates advanced holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate person-centered population-specific health care in rural and underserved environments that focuses on the individual within multiple complicated contexts, including family and/or important others and builds on a scientific body of knowledge which culminates in the DNP scholarly product.	Demonstrates advanced holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate person-centered population-specific care that focuses on the individual within multiple complicated contexts, including family and/or important others and builds on a scientific body of knowledge.

Domain 3: Population Health: Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes. (Kindig & Stoddart, 2003; Kindig, 2007; Swartout & Bishop, 2017; CDC, 2020).	Applies and integrates advanced population-specific health care that spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes in rural and underserved environments which culminates in the DNP scholarly product.	Applies and integrates advanced population-specific health care that spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes with an emphasis on rural populations.
Domain 4: Scholarship for the Nursing Discipline: The generation, synthesis, translation application and dissemination of nursing knowledge to improve health and transform health care (AACN, 2018).	Generate, synthesize, translate, apply, and disseminate advanced nursing knowledge to improve health and transform population-specific health care to patients, families and communities in rural and underserved environments which culminates in the DNP scholarly product.	Generate, synthesize, translate, apply, and disseminate advanced nursing knowledge to improve health and transform population-specific health care to patients, families, and communities with an emphasis on rural populations.
Domain 5: Quality and Safety: Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.	Demonstrates the advanced implementation of established and emerging principles of safety and improvement science in population-specific health care settings to enhance quality and minimize risk of harm to patients and providers through system effectiveness and individual performance in rural and underserved communities which culminates in the DNP scholarly product.	Demonstrates the advanced implementation of established and emerging principles of safety and improvement science in population-specific health care settings to enhance quality and minimize risk of harm to patients and providers through system effectiveness and individual performance with an emphasis on rural populations.
Domain 6: Interprofessional Partnerships: 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.	Demonstrates advanced collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes in rural population-specific health care settings which culminates in the DNP scholarly product.	Demonstrates advanced collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes in population-specific health care settings with an emphasis on rural populations.

Domain 7: Systems-Based Practice: Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, and equitable care to diverse populations.	Demonstrates an advanced ability to respond to and lead within complex health care systems to provide safe, quality, and equitable care to population-specific health care communities in rural and underserved environments which culminates in the DNP scholarly product.	Demonstrates an advanced ability to respond to and lead within complex health care systems to provide safe, quality, and equitable care to population-specific health care populations with an emphasis on rural populations.
Domain 8: Informatics and Healthcare Technologies: Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.	Uses information and communication technologies and informatics to provide safe, high-quality and efficient healthcare services, gather data, and assimilate information to drive advanced decision making with best practice and professional regulatory standards, and support professionals when providing population-specific health care for patients, families, and communities in rural and underserved settings which culminates in the DNP scholarly product.	Uses information and communication technologies and informatics to provide safe, high-quality, and efficient healthcare services, gather data, and assimilate information to drive advanced decision making with best practice and professional regulatory standards, and support professionals when caring for patients, families, and communities in population-specific settings with an emphasis on rural populations.
Domain 9: Professionalism: Formation and cultivation of a sustainable professional identity, including accountability, perspective, collaborative disposition, and comportment, that reflects nursing's characteristics and values.	Demonstrates the advanced formation and cultivation of a sustainable professional identity, including accountability, perspective, collaborative disposition, and behaviors, that reflects nursing's characteristics and values to provide population-specific health care to patients, families and communities in rural and underserved environments which culminates in the DNP scholarly product.	Demonstrates the advanced formation and cultivation of a sustainable professional identity, including accountability, perspective, collaborative disposition, and behaviors, that reflects nursing's characteristics and values to provide primary care to patients, families, and communities with an emphasis on rural populations.
Domain 10: Personal, Professional, and Leadership Development: Participation in activities and self-reflection that fosters personal health, resilience, and well-being; contributes to lifelong learning; and supports the acquisition of nursing expertise and the assertion of leadership.	Participates in advanced professional activities and self-reflection that fosters personal health, resilience, and well-being; contributes to lifelong learning; and supports the acquisition of nursing expertise and the assertion of leadership.	Participates in advanced professional activities and self-reflection that fosters personal health, resilience, and well-being; contributes to lifelong learning; and supports the acquisition of nursing expertise and the assertion of leadership.

IV. GRADUATE NURSING PROGRAMS ADMISSION CRITERIA & INFORMATION

Admission Criteria

All applicants must meet the admission criteria of the Francis Marion University School of Health Sciences. To be considered for admission as a graduate degree nursing student, an applicant must submit the following materials:

- The graduate application for admission and non-refundable application fee,
- Official transcripts(s) of all undergraduate and graduate work,
- Three (3) confidential letters of recommendation from professional associates or former professors, including one (1) from a current or former supervisor, who can attest to the academic potential of the applicant,
- A current resume or CV,
- For MSN applicants, a current unencumbered license to practice nursing in South Carolina or other National Council of State Boards of Nursing (NCSBN) Nurse Licensure Compact state,
- For MSN applicants, a written statement of the applicant's career goals, 300 to 500 words in length, including the applicant's interest and reasons for seeking admission to a Nurse Practitioner or Nurse Educator option,
- For BSN-DNP or MSN-DNP applicants, a written statement about the student's DNP interest in a project proposal, and
- For MSN-DNP applicants, a copy of your current APRN license, verification of the amount of supervised clinical hours from the applicant's graduate program.

Application instructions are posted on the Nursing Department's website. Applications materials are gathered by the Admissions Office and the completed information is forwarded to the Director and Coordinators of the program options.

Completed applications for the MSN and DNP programs are reviewed for merit by the Nursing Graduate Committee (NGC). Determination of merit is based upon consideration of all components of the application packet. In the admissions decision process, consideration is given to both the merit of each application received and to the number of slots available in the program at the time of application. Offers for admission are given to those applicants who show the most promise of success in graduate studies. "Equal educational opportunities are offered to students regardless of race, religion, color, national origin, sex, physical disability, sexual orientation, or age" (*FMU Catalog, current edition*).

Admission to all MSN and DNP programs occurs only in the Fall (August). The academic calendar is printed in the current edition of the *FMU Catalog*.

Six (6) credit hours for fall and spring are considered full-time for graduate students. Part-time program options are also available.

V. GRADUATE NURSING PLANS OF STUDY

All students must have a current plan of study on file prior to registration for any class. Any deviations from the plan of study may jeopardize program completion and must be approved by the Director/Coordinator of the specific program. A plan of study may change during the student's enrollment. If a student changes from full-time to part-time status or from part-time to full-time status, a new plan of study must be completed. Students are expected to keep their plans of study up to date.

Students are required to participate and attend classes throughout the semester. Life events, such as vacations and weddings should be planned outside of the semester. If a student elects to schedule such an event, course participation and assignments are still expected to be on time per the course syllabus.

The Plans of Study for each Graduate Nursing Program can be found on the FMU website's Department of Nursing page (https://www.fmarion.edu/healthsciences/nursing/) under each academic program.

All courses are fully online except those denoted as hybrid. Hybrid courses will require students to travel to campus no more than two times per semester. Dates for travel to campus will be made available to students at least 60 days in advance and will be posted on the Student Graduate Nursing Blackboard Site.

Time Limit for Graduate Program Completion
All requirements for a graduate nursing degree must be completed within a continuous six (6) year period (*FMU Catalog*).

VI. ADVISEMENT

The Francis Marion University's Registrar is responsible for the management of the registration process by which students enroll in classes. Registration procedures for each term are described in the schedule of classes for that term and on the University's website.

It is essential that students comply with their signed plan of study to progress smoothly through the sequence of courses. The following policies and procedures are designed to facilitate the student's progression throughout the program:

- Upon enrollment in the graduate nursing program, each student will be assigned an academic advisor.
- The student must meet/communicate with his or her assigned academic advisor at least once each semester prior to the pre-registration period to discuss and update the student's plan of study.

To change an academic advisor, the student must submit a written request to the Chair of the Department of Nursing who will assign a new advisor and notify both the previous and new advisor of the change. This form is located on the Graduate Student Nursing Blackboard Site.

The DNP Director will assign an advisor to guide each DNP student's project. The academic and project advisors for DNP students are not always the same faculty member.

VII. REGISTRATION

All nursing faculty members have expanded office hours during the advisement period to be available to all advisees. Each student should meet/communicate with their nursing academic advisor to select courses to be taken. Each graduate nursing student must follow the sequenced courses listed on his or her plan of study. The student will enter his or her schedules via the Patriot Portal with advisor approval. Students must confirm schedules and pay fees in the Cashier's office.

Through the registration process, students assume academic and financial responsibility for the classes in which they enroll. They are relieved of these responsibilities only by formally terminating enrollment by dropping or withdrawing in accordance with University procedures and deadlines specified in the schedule of classes each term.

VIII. FMU ACADEMIC INFORMATION

Auditing
Due to the professional nature of the courses, auditing is not allowed.

Senior Undergraduate Students
Senior undergraduate students in their last semester of the undergraduate BSN program may apply for graduate credit with program/school approval (*FMU Catalog*). This must be approved by the Department Chair of Nursing.

Legal Resident
Charges for tuition and fees depend upon the student's status of residence or non-residence of South Carolina (*FMU Catalog*).

International Students
International students must be proficient in English or have a TOEFL score of 577 paper version; 233 on the computer version or 90 on the Internet version (*FMU Catalog*). In addition, a speaking score of 26 in the TOEFL iBT is required.

Transient Students
Degree-seeking students enrolled in graduate studies at institutions other than FMU who wish to take graduate courses at FMU must complete the following requirements: 1) submit a graduate application for admission and pay the non-refundable graduate application fee; and 2) submit a transient form from the Academic Officer or Registrar of that institution (*FMU Catalog*).

Grade Point Average
Grade points for a course are computed by multiplying the number of semester hour credits per course by the quality points associated with the grade earned (*FMU Catalog*).

Grade Changes
If a mistake was made in calculating or recording a term grade, the instructor of the course may change the grade (*FMU Catalog*). A written form for grade change will be signed by the instructor of the course and by the Department of Nursing Chair and submitted to the Registrar's office.

Grade Appeal
The graduate nursing programs adhere to the University policy for Grade Appeals. Please refer to the current edition of the *Francis Marion University Catalog*: *Academic Information*. The following procedures will be followed:

- The student will first attempt to resolve the issue by consulting with the instructor.
- If the issue is unresolved after consultation with the instructor, the student will then consult with the program director/coordinator to attempt a resolution.
- If the matter is not resolved after consultation with the instructor and the program director/coordinator, then the student may petition the Department of Nursing Chair/Dean who will forward the matter to the Grade Appeals Committee.

The petition must include the following items: a completed petition form signed by the instructor of the course (unless the instructor is no longer a member of the FMU faculty), the student's advisor, and the Chair/Dean of the academic unit that offered the course; a letter explaining the basis for the grade appeal; and if applicable, supporting documents and a list of any other evidence to be presented. The student's argument will be limited

to statements from the student and the evidence delineated in the petition. The University Grade Appeals committee will hear final course grade appeals not resolved at the level of the academic unit.

Any nursing student considering a grade appeal should fully understand that each faculty member has the academic freedom to determine grade criteria according to program guidelines and by any method chosen by the faculty member as long as those methods are communicated to every student in the class and are applied to all students equally.

Unless the faculty member has acted in an arbitrary or capricious manner in the assignment of a final course grade in question, or unless the instructor's grading policy is in violation of the guidelines established by the University or their own policies as noted in the syllabus or other written documents, it is the right of the instructor to determine whether or not the final course grade should be changed (*FMU Catalog*).

Repeating Courses
Students will be allowed to retake one (1) course due to an academic failure *(FMU Catalog*). Two (2) failed courses are grounds for dismissal from the program. No retaking of courses will be permitted for clinical failures. Receiving a second "F" will result in dismissal from the program, even if the first "F" has been replaced with a higher grade.

Academic Standing
Continuation in graduate studies requires satisfactory progress toward a graduate degree (Masters or Doctorate). Evidence of such progress includes maintenance of a minimum 3.0 cumulative grade point average. While in a graduate program at Francis Marion University, should the student's cumulative grade point average fall below 3.0 or the student receive an "F" for a graduate course, that student will be placed on academic probation *(FMU Catalog).*

Readmission After Dismissal
A graduate student may not continue taking courses after being dismissed from the program. By petition to the graduate nursing program, and on recommendation of the Nursing Graduate Committee, a student may be readmitted for further graduate study, or a student may be denied admission (*FMU Catalog*).

Leave of Absence
A graduate student may request a leave of absence from the nursing program by submitting a written request to the Nursing Graduate Committee. The request should include the reason for the requested leave and an expected date of re-enrollment in the graduate program. The Nursing Graduate Committee will review the case and will make a recommendation to grant or deny the request. If the Nursing Graduate Committee approves the request, a letter will be provided to the student outlining guidelines for re-enrollment. The student may re-enroll in the program per the provided Nursing Graduate Committee guidelines. If the student fails to re-enroll in their program of study by the expected dated listed on the leave of absence letter, then the student will be dismissed from the program. For extenuating circumstances, students are permitted to request an extension of their leave of absence. The student will need to re-apply if he or she chooses to return.

Transfer Credit for Nursing Course(s)
A maximum of six (6) credits can be transferred from a regionally accredited institution, with the permission of the Chair of the Department of Nursing (*FMU Catalog*) for the BSN-MSN and BSN-DNP Program. The MSN-DNP program can potentially accept up to a maximum of three (3) transfer credit hours with the permission of the Director of the MSN-DNP program.

Attendance Policies
It is the responsibility of the student to attend all scheduled meetings in the courses in which they are enrolled. If a student is absent more than twice the number of required class or laboratory sessions per week during regular semesters or 15% of required sessions during an accelerated semester, a grade of "F" or "W" will normally be assigned, unless absences have been excused for cause by the instructor (*FMU Catalog*).

University Course Withdrawal Policy
A student is expected to follow the course schedule for which he or she registers. However, prior to the withdrawal date, a student may initiate withdrawal from a course. Withdrawals requested prior to the withdrawal date will have a recorded grade of "W". After the withdrawal date, a student may not initiate withdrawal from a course. Withdrawal dates will be November 10 in fall semesters and April 10 in spring semesters. If November 10 or April 10 falls on a Saturday or Sunday, the withdrawal date will be the Monday immediately following that date. When a student initiates withdrawal from a course, the withdrawal is not complete until the student fills out a Drop Form, obtains all required signatures, and delivers the form to the Registrar's Office (*FMU Catalog*).

A faculty member may withdraw a student from his or her course at any time during a semester prior to the submission of senior or final grades, and the grade recorded will be W. Reasons for withdrawal may include, but not be limited to, course policy or Honor Code violations. Students withdrawn from a course for an Honor Code violation may be assigned a grade of "F" in accordance with individual course policies. When a faculty member withdraws a student from a course, the withdrawal is not complete until the faculty member fills out an Automatic Dropping of Students Form, obtains the signature of the department chair or dean, and delivers the form to the Registrar's Office (*FMU Catalog*).

Course Load
Usual course load is six (6) or more hours with a maximum load of 12 hours (*FMU Catalog*).

Grade Reports
At the end of each semester and each summer term, grade reports are made available to students (*FMU Catalog*).

Transcripts
Official transcripts, those bearing the University seal, are only issued with the written consent of the students (*FMU Catalog*).

IX. POLICIES SPECIFIC TO GRADUATE NURSING PROGRAMS

There are additional requirements needed for these professional programs. The Department of Nursing uses a website platform, CastleBranch, to track students' documentation requirements. The instructions to access the website and what specific documents are needed are contained in the admission letter. When a student enrolls in CastleBranch, the system uses the email address that the student provides to issue communication alerts about required documentation. It is strongly advised to use a reliable email address, preferably the FMU issued student email account for CastleBranch purposes.

Regardless of the email provided, the student is responsible for maintaining current documentation of records and requirements in the CastleBranch system. Maintaining current documentation is essential for patient safety, accreditation, and clinical compliance. It is the student's responsibility to make sure current documentation is uploaded in CastleBranch. If documentation has not been submitted by the indicated deadline or renewal date, the student will receive a written warning each week it remains overdue. All warnings are cumulative, and a student receiving three (3) warnings will be dismissed from the nursing program.

The student may not attend class or clinical until all documentation has been submitted. If a student misses two (2) clinical days, they will receive a failing grade for the class. The student will not be able to meet the objectives of the course and shall be withdrawn from class with a failing grade.

Background Check
All clinical agencies utilized in the graduate nursing programs at Francis Marion University require a background check of students before permitting clinical experiences in the agency. This background check is purchased through CastleBranch as described in the admission letter. The clinical agency utilized for student experiences may deny a student with a criminal record permission to be assigned to their agency. Additionally, students who have a previous disciplinary action(s) and/or convictions may not be eligible to become licensed as an APRN by the State Board of Nursing, even if a BSN Degree has been conferred.

The student who has an arrest and/or convictions documented on the background check must meet with the Chair or Dean of the nursing program. The student will be counseled as to the nature of the offense, whether it will jeopardize the student's status in the program, and possible alternatives regarding completion and/or withdrawal from the graduate nursing program. The student will have an opportunity to provide documentation regarding the offense(s). A summary statement will be placed in the Student's Academic Record. If a student is unable to secure a clinical site and fulfill clinical requirements for the program, then they will be withdrawn from the clinical course and possibly the graduate program.

Pre-Clinical Drug Screening
To protect patients, health care agencies require that all health care professional students have pre-drug screening. In addition, health care agencies require extensive pre-employment drug screenings. The initial drug screening is purchased through CastleBranch as described in the student's admission letter. The graduate nursing program reserves the right to implement drug or alcohol screening at any time without prior notification in both the classroom and clinical settings.

Cannabinoid, or CBD Oil, is an unregulated drug at the present time. Evidence is mixed on whether use of CBD Oil could result in a positive drug screen. At this point in time, any type of CBD Oil or substance that contains CBD oil is prohibited for use in nursing students. When prohibited drug and/or alcohol use has been confirmed through positive test results, the student shall meet with the DON Chair or designated representative and be dismissed from the program.

South Carolina is a mandatory reporting state. Any student with an RN license who tests positive on a drug screen will be reported to the South Carolina Board of Nursing.

Immunizations Requirements
According to the University policy, students are required to complete all immunization requirements before attending classes. These requirements protect the health and safety of its students, clinical agencies, patients, and the graduate nursing program. Each immunization must be dated and signed or stamped by a licensed health care provider (physician, nurse practitioner, and/or physician assistant).

In lieu of vaccination documentation, a positive antibody titer may be submitted for most of the below requirements. Students must submit the lab report for their titer with a quantitative reading (a simple "positive" or "negative" will not suffice). A simple "history of disease" statement, even signed by a health care provider, is not sufficient to meet immunization requirements.

- Rubella (German Measles) – Requirements are based on your date of birth as follows:

    - Students born **on or after 01/01/57** are required to have two (2) **Live** Red Measles Vaccines on or after the age of 12 months **and** both after 12/31/67.
    - Students **born on or before 12/31/56** are required to have One Live Red Measles Vaccine after 12/31/56.
    - In lieu of Vaccination Documentation, a Positive Rubella IgG Antibody Titer is acceptable. A copy of the lab report must be submitted on CastleBranch.
- Rubeola (Red Measles) **One** Live Vaccine.
    - In lieu of Vaccination Documentation, a Positive Rubeola IgG Antibody Titer is acceptable. A copy of the lab report must be submitted on CastleBranch.
- Varicella (Chicken Pox) –**Two (2)** Varicella (Varivax) Vaccines.
    - In lieu of Vaccination Documentation, a Positive Varicella IgG Antibody Titer is acceptable. A copy of the lab report must be submitted on CastleBranch.
- Tetanus – must have had Tdap within the past 10 years, or Tdap at any time with a Td booster within the past 10 years.
- 1 Step PPD or QuantiFERON Gold Blood Test is required yearly while enrolled in the program. If you have a previous positive TB test, a chest x-ray result to exclude TB disease and a yearly TB symptom questionnaire are required (submit the lab report from your x-ray on CastleBranch).
- Hepatitis B vaccines (series of three) or titer is needed.
- Influenza: If the student chooses to decline or defer their flu shot, appropriate documentation must be submitted on CastleBranch. Yearly influenza vaccine is needed during flu season (October 1 – March 31).
- Clinical agencies require documentation of one currently available seasonal influenza vaccination with no preference given to formulation (e.g., quadrivalent, high-dose, adjuvanted, recombinant, live-attenuated) during the current flu season (typically September to March). The specific start and end dates for annual flu compliance are determined each year by clinical agencies using institutional, state, and federal influenza surveillance data. Valid medical and religious vaccine exemptions are accepted on a case-by-case basis. Compliance with the pre-employment/annual influenza vaccination requirement is a condition of employment (mandatory), i.e., no philosophical/personal exemptions.

COVID-19 Vaccination
Effective as of August 4, 2023, the Centers for Medicare & Medicaid (CMS) has rescinded the healthcare worker vaccine mandate.

Our practice partners, where students complete clinical rotations can implement and modify vaccine requirements at any time, and our students must comply in order to proceed in the program. The Department of Nursing must adhere to requirements by our practice partners in order to provide student clinical experiences. If you had the COVID-19 vaccination, please upload the documentation to CastleBranch.

PLEASE NOTE: If students object to receiving any of the above immunizations, they cannot meet the program requirements and the student will be withdrawn. If documentation of the immunizations required by the graduate nursing program is not presented by the start of classes, the student will receive a written warning each week and will not be allowed to attend class. All warnings are cumulative and a student receiving three (3) warnings will be dismissed from the program. No student may be in a clinical site without up-to-date immunizations.

CPR Certification (AHA BLS Provider)
Each nursing student must provide verification of current American Heart Association BLS Provider status and upload the current certification into the CastleBranch system. All nursing students are required to present official documentation prior to beginning any graduate nursing course. This certification/ recertification must

be from a certified instructor endorsed by the American Heart Association and must include infant, child, adult, and AED training. Failure to meet this requirement will result in a warning each week. All warnings are cumulative.

PLEASE NOTE:
Maintaining current certification is the sole responsibility of the student.

Health Insurance
Students are required to provide proof of Health Insurance Coverage that must be maintained while enrolled in the program. Proof will be uploaded onto the CastleBranch platform. Failure to meet this requirement will result in a warning each week. All warnings are cumulative. Three (3) warnings will result in a dismissal from the program.

Proof of Malpractice Insurance
All MSN and DNP students must carry individual liability insurance of $1 million/$3 million coverage. Nurse Educator students are exempt from this. Work insurance does not extend to the student role. Failure to meet this requirement will result in a warning each week. All warnings are cumulative. Three (3) warnings will result in a dismissal from the program.

CareLearning Passport
CareLearning Passport (http://passport.carelearning.com) is an online system used by South Carolina hospitals for training and orientation. Passport courses must be retaken yearly to maintain compliance. Renewal is set for one (1) year from the date of the earliest course taken. Some topics include, but are not limited to, abuse and neglect, bloodborne pathogens, culturally competent care, electrical and fire safety, hand hygiene, and HIPAA. A copy of the student's transcript showing completion of these modules must be uploaded into CastleBranch.

Failure to meet this requirement will result in a warning each week. All warnings are cumulative. Three (3) warnings will result in a dismissal from the graduate nursing program.

McLeod Health Orientation is not a part of the CareLearning Passport. A required Computer Based Training (CBT) PowerPoint is required to be read and an Attestation Form will be signed to attest that required training has been completed. This replaces the CareLearning Passport for McLeod Health and is required for all faculty and students who have clinical experiences at McLeod Health.

Please submit the Attestation Form to the Clinical Coordinator.

Other Documentation Requirements
Other documentation requirements are described in each student's admission letter and on CastleBranch. These requirements must be met, including any requirements not specifically listed in this Handbook. Failure to meet these requirements will result in a warning each week. All warnings are cumulative. Three (3) warnings will result in a dismissal from the graduate nursing program.

Documentation requirements may change to meet program, accreditation, and/or clinical agency needs. The Course Coordinator will notify students of any changes in documentation requirements, which supersede the information published in this Handbook.

Eligibility to be Employed by the Major Pee Dee Healthcare Systems
Graduate students who are not eligible to be hired by the major healthcare systems in the Pee Dee Region due to previous work-related infractions, may not be able to fulfill the clinical requirements and will therefore be dismissed from the graduate nursing program.

Mental and Physical Eligibility Criteria
The nursing graduate program expects students to have the physical capability to perform skills common to an APRN. Reasonable accommodations are available for students with disabilities. Appropriate documentation of each disability is required in the form of psychological evaluations and/or medical histories and should be provided to the Office of Counseling and Testing at least two (2) weeks prior to initial registration for classes. It is the student's responsibility to inform the Director of Counseling and Testing of any need for services in adequate time to allow for the student's arrangements.

All documentation is treated confidentially and will be shared only with written permission from the student. At the beginning of each semester, the Office of Counseling and Testing will submit a letter addressing the needed accommodations to each of the student's professors. A copy of the letter will be sent to the student.

It is the student's responsibility to speak with each course coordinator and work out how their clinical accommodations will be met. The following items represent typical activities, and the abilities and psychomotor skills that students will be developing while enrolled in the program. Among the other learning objectives, the student must demonstrate safe and satisfactory performance of these abilities and psychomotor skills in order to successfully complete the clinical portion. Students **must be capable** of successfully completing each area of the mental and physical eligibility criteria in all clinical/lab/practicum experiences.

Graduate students must be able to:

- Perform motor skills safely:
    - Positioning, and transporting patients
    - Moving efficiently enough to meet the needs of patients in a timely manner
    - Lifting, positioning, or moving obese, paralyzed, and/or unconscious patients in order to perform procedures
- Perform activities requiring manual dexterity:
    - Administering parenteral injections
    - Operating equipment and devices such as thermometers, blood pressure devices, and diagnostic machines
- Perform activities requiring accurate and effective interpretation and communication of information in English, both written and spoken.
    - Reading and recording information
    - Directing assistive staff
    - Communicating with patients and families
- Respond effectively under stress.
- Respond to clinical alarms, signals and other displays indicating an urgent patient need, and take immediate action.
- Perform activities requiring sensation, auditory capacity, and visual perception.
- Perform activities requiring interaction with interdisciplinary team members, such as the ability to:
    - be assertive;
    - delegate; and
    - participate in role-play activities.
- Demonstrate ability to analyze data, calculate, and measure appropriate assessment parameters.

Changing Graduate Tracks
Students enrolled in a graduate nursing program who wish to change to another track within the program must complete the change of track form with the required information. This form is located on the Graduate Student Nursing Blackboard Site and should be submitted to the Chair of the Department of Nursing who will then submit it to the Nursing Graduate Committee (NGC) for approval/denial.

If approved, a new plan of study must be signed by the student and his or her advisor. Only one (1) track change within the graduate nursing program is allowed. Any students wishing to make an additional track change will have to reapply to the graduate nursing program. This includes a request to change back to the original track.

Classroom Grading Scale:

Alphabetic	Raw Score
A	93-100
B+	89-92
B	85-88
C+	81-84
C	77-80
F	76 or below

Rounding

Per program policy, only final grades will be rounded. Final grades of 0.50 or greater will be rounded up to the next whole numeric value. Therefore, a 76.5 is the minimum grade needed to pass this course, as this is rounded to a 77. Exam and quiz scores will not be rounded and will be entered in grade book in Blackboard to the nearest hundredth of a percent.

Scheduled Tests/Exams

Missed tests/exams will be scheduled during exam week per the Course Coordinator. Any student who misses more than one (1) scheduled course test/exam may receive a recommendation for course failure.

Use of Social Security Number

The graduate nursing program adheres to the University's policy on use of Social Security numbers. Refer to the current edition of the *FMU Catalog.* If applicable, the student's 9-digit student number should be used consistently on all quizzes, test, and examinations.

Personal Computers

Every nursing student is required to have a personal laptop computer for coursework and online testing. The minimum configuration should include:

- The current version of Microsoft Windows or macOS.
- Microsoft Office. FMU provides Office 365 free to all actively enrolled students; contact the Campus Technology office for more information.
- Wireless Internet access.
- A webcam (either built-in or USB) for off-campus online testing.
- A battery with at least a 2-hour capacity. Because not all classrooms provide individual power outlets, students should ensure batteries are fully charged before testing.

A Windows PC is strongly recommended because the Nursing Department requires certain specialized software that may be unavailable for, or have reduced functionality on, other systems. iPads, Android tablets, and Chromebooks are specifically known to be incompatible with Nursing's software requirements. It is the student's responsibility to ensure they have access to a suitable device.

Specialized software used by the Nursing Department includes:

- Respondus LockDown Browser (used for all online testing). This is available through the "Respondus" tab on Blackboard, and must be installed from there, as the link is specific to FMU.

- SPSS (used for statistical analysis in the graduate Biostatistics course). The download link and access code will be provided through the course's Blackboard site.
- Other course-specific software as specified by the instructor.

Personal handheld devices are recommended that can download e-books for reference. If a student does not have a handheld device, they will be able to purchase the paper copy of the book.

Students should bring their laptops, including power adapters, to all class sessions. It is recommended that students manually check for Windows or macOS and Respondus updates the night before each test to avoid interruptions or delays the day of.

Graduate Testing
The Graduate Nursing Program uses Respondus LockDown Browser for all computerized testing. "LockDown Browser is a custom browser that locks down the testing environment within a learning management system" (http://www.respondus.com/products/lockdown-browser/). For all online tests taken off campus, Respondus Monitor is utilized. "Respondus Monitor is a companion application for LockDown Browser that uses webcam and video technology to prevent cheating during online exams" *(*http://www.respondus.com/products/monitor/index.shtml*).* The webcam can be built into your computer or plug in with a USB cable.

Laptops or surface computers are the only devices that may be used to take quizzes/tests/exams.

Instructions for downloading and use of Respondus LockDown Browser and Monitor can be found on the Student Graduate Nursing Site. Respondus Lockdown Browser and Respondus Monitor require high-speed Internet access.

Posting of Grades
All grades will be electronically posted on Blackboard Learn System™. No information with regard to the grade earned on any quiz, test, examination, clinical or classroom assignments will be given out over the phone. At the end of each semester, final grades are made available to students via the student's Patriot Portal. If applicable, the student's 9-digit student number should be used consistently on all quizzes, tests, and examinations.

Program Dismissal Policy
The following circumstances will result in automatic dismissal from the graduate nursing program;
- Failure to achieve a 3.0 cumulative GPA by the end of the nursing graduate program,
- Failing two (2) nursing courses. Receiving a second "F" will result in dismissal from the program, even if the first "F" has been replaced with a higher grade, and
- Failure to complete requirements for the degree within the (six) 6-year period after initial registration in the graduate nursing program.
- Receives three (3) educational warnings.

In addition, the Nursing Graduate Committee may recommend to the Chair of the Department of Nursing that a student be dismissed if the student:

- Demonstrates unsafe/unethical clinical practice.
- Have violations of the University's Student Honor Code.
- Demonstrates conduct incompatible with the practice of professional nursing.

These are examples that could lead to dismissal, but infractions that lead to dismissal are not limited to these actions/behaviors.

The faculty member will bring the issue to the attention of the program Director/Coordinator, who will then forward this information to the Chair of the Nursing Graduate Committee for review by the committee. If the Nursing Graduate Committee recommends dismissal, the NGC Chair will forward a recommendation for dismissal to the Department Chair of Nursing. If the dismissal is upheld by the Department Chair of Nursing, an official dismissal letter will be issued.

A student who fails to register for courses as specified in their plan of study will be presumed to have voluntarily withdrawn from the graduate nursing program.

Appealing a Program Dismissal
A student who has been dismissed from the graduate nursing program may appeal his or her dismissal. The student should write a letter of appeal that indicates the reasons for unsuccessful course completion and include professional steps being taken to become a successful nursing student. The letter should be addressed to the Nursing Graduate Committee. The letter should be submitted electronically (properly labeled with the student's name and date). This letter must be received within two (2) weeks of the dismissal letter's date.

The Nursing Graduate Committee will review each appeal at its next meeting after the appeal is received. The student will be notified via email of the committee's decision. A copy of the appeal letter and the committee's reply will be placed in the student's file.

Appeal decisions are individually based on information provided by the student, the student's academic record, and the student's potential for successful program completion. The committee's deliberations are confidential, and students will not be provided an explanation for the decision rendered.

Once a decision has been made, the student cannot submit a second appeal to the NGC.

Readmission to the Program
All applications are evaluated on an individual basis. Only under unusual circumstances will a student who has been dismissed (or voluntarily withdrawn under circumstances meriting dismissal) be allowed to reenter the graduate nursing program. If a student is readmitted to the graduate nursing program after dismissal, one (1) course failure will be grounds for dismissal.

Petitions for Variance from Policies
The NGC acts upon petitions from students seeking exception to the graduate nursing program academic policies and/or regulations. A written request for an exception must be submitted to the NGC with supporting rationale and documentation. Petitions must be sent to the respected program Director/Coordinators. The student has the right to present their case to the NGC. The student will receive a letter from the NGC regarding the decision on the petition. A copy of the petition and the NGC's reply will be placed in the nursing graduate student's file.

Children on Campus
It is the policy of the nursing program that children are not permitted in classroom, clinical settings, and/or scheduled meetings. Choosing to bring your child to any social activity or other University or School of Health Sciences is at the risk of the student.

Cell Phones

Cell phones must be in an inaudible mode in the clinical setting per hospital or agency policy. However, cell phones may be used as a clinical resource to enhance patient care (i.e.-accessing UpToDate or other evidence-based resources) or for emergencies that involved public safety. Personal cell phone use is prohibited.

Literary Format
In order to provide consistency, uniformity, and standardization for all written documents in nursing courses, the *Publication Manual of the American Psychological Association (7th edition)* (APA Style Manual) is the adopted writing style. It is required that you purchase the book. This format should be used by all nursing students in writing papers as part of course assignments (unless otherwise specified).

In addition:

- All graded and/or written assignments must be typewritten (Microsoft Office: Word) and double-spaced with one-inch (1") margins per APA,
- All required written assignments will be considered late if not received by faculty by the designated time and date. Late work will be accepted per faculty discretion and as outlined in the course syllabus. An exception to this policy will be made only if the student has made prior arrangements with the respective faculty member,
- The student must submit all written course requirements in order to receive a course grade,
- Written work should be submitted directly to the appropriate faculty member as outlined in the course syllabus. Important written work, especially graded assignments, should not be placed in faculty mailboxes or in the door boxes located outside the faculty member's office without the direct permission of the faculty member. A copy of all written work submitted to faculty should be kept by students, and
- Faculty reserve the right to request that all written assignments be electronically submitted via "Assignments" on Blackboard Learn System ™.

Acceptable Uses of the Internet
Francis Marion University's Internet guidelines are available in the current edition of the *FMU Student Handbook* and on the web address http://www.fmarion.edu, under the academic computing link. In addition, FMU has computer center rules regarding disk write rights, piracy, viruses, climate, and media. The graduate nursing program adheres to all the guidelines set forth by the University.

Social Network/Photo Policy
Students are encouraged to use their most professional judgment in regard to internet social networking sites and photos. Information and/or pictures about clinical or patient information, in any format is not appropriate on social networking sites. Information and/or pictures about FMU Nursing Programs, faculty, other students, laboratory, or simulation experiences in any format must receive prior approval from FMU nursing faculty before posting to social media. If granted approval, students must include the department hashtag #FMUnursing. Violations of this policy will result in dismissal from the program for lack of maintaining professional standards.

Email
Electronic mail is an essential component of communication between the Nursing Faculty, administration, preceptors, and students; therefore, all nursing students are required to have an active g.fmarion email account. All communication between faculty, preceptors, and students should be through the Francis Marion e-mail account. Emails must be addressed professionally with a proper salutation, complimentary closing, and signature.

If any of the information is lacking, the email will be returned with a note that states "Please address this email in a professional manner." Only one (1) issue should be addressed in each email to faculty members. Faculty have 24 hours to respond to emails except on weekends and holidays and after business hours.

Emergency Preparedness
Francis Marion University's Emergency Preparedness Plan is designed to guide University personnel in responding to urgent situations and crises through planned and executed series of steps that will ensure the safety of our people and property. The graduate nursing programs will adhere to all guidelines set forth in the Emergency Preparedness Plan. All students are encouraged to register in Swamp Fox Alert.

Hazardous Chemical Spills
Refer to University's Emergency Preparedness Plan June 30, 2014. Website reference location is https://www.fmarion.edu/wp-content/uploads/2016/07/3.11.2-7-FMU-Emergency-Plan2014.pdf.

Cancellation of Classes/Clinical
The graduate nursing program adheres to the policies of the University regarding scheduled class times. In the case of inclement weather or other disasters, the graduate nursing programs will follow the schedules established by the University. Students are to activate Swamp Fox Alert to receive information about closures. Students are also encouraged to listen to local radio and television for these schedule changes. Faculty may also notify students via email or Blackboard. Students are also reminded that they are to utilize sound, personal judgment when deciding whether to commute for a learning experience in hazardous weather conditions.

Employment Demands
There is no policy limiting the number of hours a student enrolled in the graduate nursing program may be employed, since the ability to handle the combined responsibilities of college and employment is based on the individual. Many students find it necessary to work while enrolled in school to help defray living and educational expenses. The graduate nursing curriculum is demanding and requires preparation and study time in addition to scheduled classes and clinical experiences. Clinical experiences may also be held on weekends. Certain practicum experiences involve intensive clinical work requiring the student's full time and attention.

Students who try to balance workloads greater than 20 hours per week and a full-time academic load often place themselves at risk for academic failure. Students should plan for such experiences so they may reduce or eliminate other work commitments during intensive practicum experiences. Students who fail to meet the established academic standards in the graduate nursing program, due to employment, cannot receive special consideration. Students who need to work to pay for college expenses should discuss this with their nursing academic advisor before they are in academic jeopardy. Students may need to stop academic work for a period to help ensure success.

References for Employment
The faculty of the graduate nursing program support students and graduates in their career endeavors and are willing to provide references when appropriately requested. Students **must request permission** of faculty to list the faculty member as a reference on their resume and/or application.

X. CLINICAL POLICIES AND GUIDELINES

Clinical Information
Graduate nursing students are responsible for identifying their own preceptors. If a student has exhausted all avenues to find an appropriate preceptor and is unable to secure a clinical learning experience, they are to notify the Course Coordinator.

It is the student's responsibility to share with their clinical preceptor the course description and clinical evaluation criteria. Students are responsible for scheduling clinical hours, and the hours should be evenly distributed over the course of the semester. Any absence must be reported to the Course Coordinator, Preceptor, and the Typhon oversight faculty.

Clinical Forms Required
The Preceptor Demographic and Preceptor Agreement forms should be completed, and the student should submit the forms to the Administrative Assistant by June 10th for the upcoming Fall semester, by September 10th for the upcoming Spring semester, and by January 20th for the upcoming Summer semester to ensure a current clinical contract is in place.

The Preceptor Manual Acknowledgement form should be signed by the preceptor after the preceptor has reviewed the current edition of the *Preceptor Handbook*. This form can be submitted to the Administrative Assistant and/or the Course Coordinator.

Criteria for MSN-FNP, MSN-PMHNP and DNP Preceptors
The following are minimal criteria, which must be met by persons serving as preceptors in the clinical practicum of the graduate program. The preceptor must:

- Be a nationally certified advanced practice nurse, a licensed physician, or a nationally certified physician assistant in a focus appropriate to the student's area of study for the state of SC, and have at least one (1) year of clinical experience following professional education;
- For the Psychiatric Mental Health Nurse Practitioner (PMHNP) students, a licensed clinical psychologist or a licensed clinical social worker are acceptable if they have one (1) year of clinical experience;
- Demonstrate a sincere interest in teaching and mentoring graduate nursing students enrolled in the clinical practice;
- Be able to allocate sufficient time and space resources to effectively fulfill the role;
- Show willingness to collaborate with graduate nursing faculty and graduate nursing students in planning and evaluating clinical practicum experiences; and
- Not have a familial relationship to the student, or any relationship that could hinder the objectivity of the learning experience.

Note: Clinical experiences may not occur at a student's current employment site/unit unless approved by the Director of the program. BSN-DNP, MSN-FNP, and MSN-PMHNP students must have at least one nurse practitioner preceptor during the program.

Criteria for MSN-Nurse Educator Preceptors
The following are the minimal criteria for persons serving as preceptors in the clinical practicums of the graduate program. The preceptor must:

- Be a nationally certified advanced practice registered nurse to precept students in clinical practicum hours that involve direct patient care.
- Have at least one (1) year of teaching experience following MSN professional education to precept.
- Demonstrate a sincere interest in teaching and mentoring graduate nursing students enrolled in the educational practicum.
- Be able to allocate sufficient time and space resources to effectively fulfill the role.
- Show willingness to collaborate with graduate nursing faculty and graduate nursing students in planning and evaluating educational practicum experiences.
- Not have a familial relationship to the student, or any relationship that could hinder the objectivity of the learning experience.

Approval of Clinical Site and Preceptor
Once a health care provider (NP, certified nurse midwife (CNM), PA, licensed clinical psychologist, licensed clinical social worker, nurse educator, or physician) has agreed to serve as a clinical preceptor, the Preceptor Agreement and Demographic Forms must be completed and returned to the Administrative Assistant by June 10 for the upcoming Fall semester, by September 10 for the upcoming Spring semester, and by January 20 for the upcoming Summer semester to ensure a current clinical contract is in place. The Administrative Assistant will verify that an Affiliation Agreement for the approved site is on file in the nursing office. It is the responsibility of the student to obtain this information and return it to the Administrative Assistant prior to beginning a clinical rotation. Prior to the start of the clinical experience, verification of the preceptor's license and certification is done by the Administrative Assistant.

If the student has questions about whether a clinical site is appropriate and will allow them to meet the specific course objectives, then he/she should contact the Course Coordinator or Director/Coordinator of the program for MSN students and Advisor for DNP students to ensure guidance and approval of the site. If a site is deemed unacceptable, the student will need to seek a site where the learning objectives of the course may be accomplished.

NOTE: If a student needs to switch a clinical site during a semester, the Course Coordinator needs to be notified immediately and before the clinical rotation is started. The Preceptor Agreement and Demographic Forms must be completed and returned to the Administrative Assistant prior to beginning the new rotation. A memorandum of agreement is needed between FMU and each clinical site. If the student does not notify the Course Coordinator that they are switching clinical sites and switches without approval, they will be dismissed from the nursing graduate program for unprofessional behavior because it jeopardizes the legal contracts of FMU.

Graduate nurse practitioner students may participate in the care of patients in the clinical setting under the following conditions:

- The clinical preceptor has been approved by the Department of Nursing and the Course Coordinator with the demographic, agreement, and manual forms submitted and approved. The Administrative Assistant will ensure FMU has a clinical contract in place with the clinical site which is required before a clinical rotation begins. If there is not a clinical contract between FMU and the clinical site, the student will be notified by the Administrative Assistant.
- Submit the Preceptor Agreement and Demographics Forms to the Administrative Assistant by June 10th for the upcoming Fall semester, by September 10th for the upcoming Spring semester, and by January 20th for the upcoming Summer semester to ensure a current clinical contract is in place. If these dates fall on a Saturday or Sunday, clinical forms will be due on the following Monday. Failure to meet this deadline will result in an academic warning (all warnings are cumulative) and could result in not being allowed to register for a clinical course.
- For in-person visits: The approved clinical preceptor is always physically present in the clinical site and is jointly participating in the care of patients.
- For telehealth visits: The approved clinical preceptor is present virtually in the approved virtual clinic site and is jointly participating in the care of the patients.
- Rare observational experiences are allowed with other clinicians in an approved clinical site, but students cannot log these experiences in Typhon or participate in the patient's care.

It is up to the discretion of the Course Coordinator to require a student to locate an alternate clinical site or preceptor if there is a deficiency in the variety of patients or a lack of evidence-based practice.

Telehealth Hours

- MSN-DNP students: There is no limit on the number of telehealth clinical hours.
- MSN-FNP and BSN-DNP (FNP) students: The maximum number of telehealth hours within the program is 60 hours and may only be completed in internship or residency courses.
- MSN-PMHNP and BSN-DNP (PMHNP) students: No more than 50% of outpatient clinical hours can utilize telehealth. Telehealth hours cannot be obtained during inpatient clinical rotations.

Graduate Clinical Sites: Appropriate and Inappropriate

Clinical sites must enable the student to meet the specific course objectives for each clinical course. Students are only allowed to have one (1) preceptor per clinical course. Appropriate and inappropriate clinical sites for each clinical course are as follows (other sites need to be approved by the course faculty):

- **APRN 701: Primary Care of the Adult**
  - ***Primary Care Office (Family and Internal medicine, preferred)***
  - No specialty offices
  - No intensivist services
  - No hospitalist services
- **APRN 702: Primary Care of Infants, Children, and Adolescents**
  - ***Pediatrician office, preferred***
  - Family practice that sees an acceptable number of children
  - Urgent care/Emergency Department that sees an acceptable number of children at the discretion of the faculty teaching the course.
  - *No specialty pediatric offices*
- **APRN 703: Primary Care of Women**
  - OB/GYN office
  - GYN office
  - Student Health Center
  - Health Department
  - Family practice sites that can meet the women's health clinical focus and where the providers perform an acceptable number of traditional women's exams (i.e.-pelvic exams, breast exams, STD evaluations, etc.)
- **APRN 704: Primary Care of Geriatrics**
  - Family Practice whose patients meet clinical focus (greater than 64 years old)
  - Internal Medicine
  - Specialty offices (i.e. hospice/palliative care, hospitalist, nephrology, urology, cardiology, pulmonology, etc.…) with Course Coordinator approval
  - *No intensivist services*
- **APRN 705 and 706: Internship I and Internship II**
  - ***Primary Care Offices (Family and Internal Medicine, preferred)***
  - Exceptions may be made for locations such as inpatient hospitalist services, specialty offices, urgent care, and emergency departments located in rural and underserved areas/populations at discretion of the Course Coordinator.
  - *No intensivist services*
  - The MSN student must assess his or her needs regarding the MSN program minimums by running a graphical report in Typhon. The MSN student must select a clinical site whose population will allow them to meet the MSN program minimum requirements.
  - If the MSN student has met all the MSN program minimum requirements, they should choose a site that provides the most well-rounded patient mix possible.
- **APRN 708: Academic Practicum**

- Academic Setting (University or Technical school with a professor that teaches in the classroom)
- Clinical Practice Setting (Education Department with an educator who teaches in the classroom)

- **APRN 709: Clinical Practicum**
  - Critical Care
  - Acute Care
  - Long-term Care
  - Home Health
  - Community Settings
- **APRN 719: Advanced Assessment, Differential Diagnosis, and Management of Psychiatric Disorders Across the Lifespan I**
  - ***Focus:*** *Adult: Outpatient & Inpatient; Performing Initial Psychiatric Assessments*
  - *Psychiatric (medication management) services, preferred.*
  - Behavioral Health Clinic
  - In-patient Psychiatric Unit
  - Emergency Department
- **APRN 720: Advanced Assessment, Differential Diagnosis, and Management of Psychiatric Disorders Across the Lifespan II**
  - ***Focus:*** *Child and Adolescent (0-18): Outpatient & Inpatient; Substance Use: Outpatient, In-patient, & Residential Settings; & Formulating Differential Diagnoses*
  - *Psychiatric (medication management) services, preferred.*
  - Family practice that sees an acceptable number of PMH patients
  - In-patient Psychiatric Unit
  - Emergency Department
  - Behavioral Health Clinic
  - *Substance Use Treatment Locations: Outpatient, In-patient, & Residential Settings*
- **APRN 721: Assessment, Differential Diagnosis, and Management of Psychiatric Disorders Across the Lifespan III**
  - ***Focus:*** *Geriatric: Outpatient & Inpatient; Mental Health of Women; & Psychiatric-Mental Health Interventions: Psychotherapy emphasis*
  - *Behavioral health (therapy/counseling) clinic, preferred.*
  - Family practice that sees an acceptable number of PMH patients
  - In-patient Psychiatric Unit
  - Emergency Department
  - Behavioral Health Clinic
  - *Substance Use Treatment Locations: Outpatient, In-patient, & Residential Settings*
- **APRN 724: Advanced Practicum & Synthesis of PMH Patients Across the Lifespan**
  - ***Focus****: Acute/Inpatient & Chronic/Outpatient; Care Across the Lifespan (all age groups)*
  - *Psychiatric (medication management) services & Behavioral health (therapy/counseling) clinic, preferred.*
  - Family practice that sees an acceptable number of PMH patients
  - In-patient Psychiatric Unit
  - Emergency Department
  - Behavioral Health Clinic
  - *Substance Use Treatment Locations: Outpatient, In-patient, & Residential Settings*
- **APRN 745: Independent Study**
  - The student taking this course must discuss clinical site appropriateness with the Program Director/Coordinator.
- **DNP 810-812 BSN-FNP/DNP Residencies**

- ***Family Medicine, Internal Medicine, or Pediatrics office, preferred.***
- The DNP student must assess their needs regarding the DNP program minimums by running a graphical report in Typhon. The DNP student must select a clinical site whose population will allow them to meet the DNP program minimum requirements.
- If the DNP student has met all the DNP program minimum requirements, they should choose a site that provides the most well-rounded patient mix possible.

- **DNP 813-815 BSN-PMHNP/DNP Residencies**
  - ***Psychiatric (medication management) services & Behavioral health (therapy/counseling) clinic, preferred.***
  - The DNP student must assess their needs regarding DNP program minimums by running a graphical report in Typhon. The DNP student must select a clinical site whose population will allow them to meet the DNP program minimum requirements.
  - If the DNP student has met all the DNP program minimum requirements, it is highly recommended they select a site(s) where they can deliver care across the lifespan (*all age groups)*
- **DNP 816-818 MSN-DNP Residencies**
  - MSN-DNP students should seek out clinical experiences in areas outside of their usual practice focus. This will allow for expanded clinical skills and expert knowledge attainment.
  - MSN-DNP students should discuss their plans for clinical with their advisor to ensure that the clinical experience is appropriate.
- **DNP 845: Independent Study**
  - The student taking this course must discuss clinical site appropriateness with the Program Director/Coordinator.

Contact with the Clinical Preceptor Prior to Clinical

Students should contact the approved preceptor prior to the start of the clinical by making an appointment. Some sites require contact with another agency or their human resources department (Please check with the facility first for requirements). Students are expected to provide a copy of the Preceptor Manual to the preceptor and have the Preceptor Manual Acknowledgment Form signed. This form must be returned to the Administrative Assistant and/or Course Coordinator prior to or on the first day of the clinical. The Preceptor Agreement and Demographic forms should also be completed and returned to the Administrative Assistant. Students are expected to share the course syllabus and faculty contact information with the preceptor. Students must remember that clinical preceptors are not being paid to precept students. It is important to express appreciation and write a thank you note at the end of the semester.

Transportation

Each student will be using various clinical sites to accomplish the graduate learning outcomes. The student is responsible for obtaining transportation to and from the clinical sites.

Clinical Attendance and Punctuality

Attendance and punctuality of all clinical/laboratory/simulation experiences is expected 100% of the time. Exceptions, if made, will be made up at the discretion of the clinical faculty and/or the Course Coordinator. Faculty may request medical certification about the health status of the student for every absence or tardiness. The following policies apply to clinical absences and tardiness:

- When the student cannot attend the clinical session, the student must:
  - Call and speak directly to the assigned clinical preceptor, one (1) hour prior to the start of the clinical session.

    - If the student is late related to an incident on the way, they must call and notify the clinical preceptor**.**
- Following an absence, students are responsible to contact the Typhon oversight faculty and Course Coordinator about make-up alternatives.
- Punctual attendance is required at all clinical sessions. Tardiness is not a professional attribute. The faculty member or preceptor has the discretion of sending the student home for clinical lateness.
- The student who arrives at their clinical setting with symptoms of illness may be dismissed by the clinical faculty or preceptor, constituting a clinical absence.
- Two (2) clinical absences constitute a clinical failure.
- Educational warnings are cumulative from semester to semester.
- The student may be dismissed for unprofessional or unacceptable clinical performance.
- If the university is closed for inclement weather or other reasons, students must adhere to the guidance from the Department of Nursing regarding attendance of clinical.

Clinical Start Date
Students may begin their clinical rotations after:

- The first official day of classes per the FMU academic calendar for that specific semester, except for APRN 701/APRN 719—in this course students cannot attend clinical until after the pre-clinical immersion which occurs on the first Wednesday of the semester;
- All pre-clinical paperwork has been submitted and approved; and
- There is a current affiliation agreement as confirmed by the Administrative Assistant.

Medication Policy for Graduate Nursing Students
The graduate nursing student will receive education on how to manage illnesses with medications/pharmaceuticals. During the clinical experience, all medications/pharmaceuticals must be discussed with the clinical preceptor for corroboration on the choice(s) made for the patient the graduate student is evaluating. The clinical preceptor is ultimately responsible for ordering the medications/pharmaceuticals. Any medication given by the graduate nursing student in the clinical setting must occur via an order from the clinical preceptor. When the graduate nursing student is administering these products during a clinical experience, they are functioning under the rules and regulations established for Registered Nurses by the SC Board of Nursing and the site of the clinical experience.

Clinical Hours: Conferences or Continuing Education
In the MSN/FNP, MSN/PMHNP, MSN-DNP and BSN-DNP programs, a maximum of twenty (20) clinical hours throughout the entire program may be obtained at a live or online conference. The conference or continuing education opportunities must be approved by the Course Coordinator prior to the student attending the conference or continuing education opportunity. After attending the live or online conference, the student must upload the certificate(s) of completion and enter the conference hours into Typhon as conference hours. Conference hours may be obtained in a single conference or as a combination of several conferences. Only courses requiring 120 or more clinical hours are eligible for use of conference hours in place of patient-contact clinical hours. Students typically reserve this option for one of the Internship or Residency courses and use the hours to attend a board review course.

In the MSN-DNP Program, conferences related to the DNP project may be counted for up to 20 clinical hours. Students must have conferences approved by their DNP Advisor. Regardless of conference hours, all MSN-DNP students must have a total of 1000 precepted direct care clinical hours when combining their MSN and DNP clinical hours.

In the MSN-Nurse Educator Program, a maximum of eight (8) clinical hours may be obtained at a conference or through continuing education during the Academic Practicum course. The conference or continuing education opportunities must be approved by the Course Coordinator prior to the student attending the conference. After attending the conference or continuing education opportunity, the student must submit the certificate of completion.

Maximum Clinical Hours

Students in the BSN-DNP and MSN programs may do a maximum of twenty-five (25) clinical hours per week total for all enrolled courses. It is encouraged that students space out their clinical days throughout the semester to ensure adequate time for knowledge acquisition and clinical growth. Students will be withdrawn from a clinical course if clinical hours are not completed in a timely manner and no more than twenty-five (25) clinical hours per week are performed to meet the course requirement toward the end of the semester.

MSN-DNP students may do a maximum of thirty-five (35) clinical hours per week total for all enrolled courses. A week is defined as Sunday through Saturday.

Clinical Hours: Specialty Clinical Rotations

No more than 60 specialty clinical hours can be completed in both the MSN-FNP and BSN-DNP programs. In the MSN-FNP program, specialty clinical hours can only be completed in APRN 704, 705, or 706. In the BSN-DNP program, specialty clinical hours can only be completed in DNP 807, 808, or the Residency courses. Any student questions about whether a specialty site is appropriate should be directed to the course coordinator of the specific course or the Director of the MSN-FNP/DNP Programs.

MSN-DNP students may rotate through various specialty rotations. Students are encouraged to self-identify areas of weakness in their current practice with a goal of advancing skills in that area through clinical experience. Clinical plans must be discussed with the student's advisor.

Clinical Hours: MSN-DNP

- Each MSN-DNP student is required to complete a total of at least 1,000 precepted direct care clinical hours; the 1000 hours are a combination of what was completed in their MSN program along with those hours completed in the MSN-DNP program.
- In addition, the MSN-DNP student must meet the clinical hour requirements of each MSN-DNP course in the program.
- The clinical hours should not be at the same type of clinical setting in which the student works. For example, if the student is a nurse practitioner in family practice, he or she may want to obtain clinical hours in a specialty discipline where he or she wish to gain additional knowledge. These hours cannot be completed during paid work time. The hours cannot be completed in the same clinic/unit/location where the student is employed.
- Before completing precepted clinical hours, the MSN-DNP student must complete the following steps:
    1. Discuss your plans for precepted clinical hours with your advisor.
    2. Have your identified preceptor complete the Preceptor Agreement and Demographics Form located on the Student Graduate Nursing Blackboard site.
        - Forms must be submitted by June 10th for the upcoming Fall semester, by September 10th for the upcoming Spring semester, and by January 20th for the upcoming Summer semester to ensure a current clinical contract is in place. If these dates fall on a Saturday or Sunday, clinical forms will be due on the following Monday.
    3. Ensure FMU has an affiliation agreement with the clinical site by communicating with the Administrative Assistant. A current affiliation agreement is required for any FMU student to participate in a clinical experience.

- The student must provide the preceptor with a current Graduate Nursing Preceptor Manual, and a signed Preceptor Manual Acknowledgement Form located on the Student Graduate Nursing Blackboard site and should be returned to the Administrative Assistant before or on the first clinical day.
- Clinical hours **must** be completed within a course where clinical hours are listed. **A student cannot 'bank' precepted clinical hours ahead of time.**
- MSN-DNP students must complete the required clinical evaluations for precepted clinical experiences. Evaluations and due dates will be specified in the syllabus of each clinical course.

Expectations of FNP Learners

Learners' primary responsibility is for acquisition of advanced clinical knowledge and skills. If questions or problems arise, learners should contact their assigned clinical faculty. Learners are expected to see a minimum of 4-6 patients per 8-hour clinical day initially in the first clinical rotation. They are expected to work with up to 8-10 patients by midterm of their second clinical course. In subsequent clinical courses, learners will be expected to see between 10-15 patients in an 8-hour period. Faculty understand that patient numbers may vary depending on the clinical site and level of acuity**. Learners must see a variety of patient populations, varying ages and gender and must be able to document an assessment, diagnosis, and plan.** Clinical logs will reflect the number of patients seen and the date and hours of clinical time attended. Orientation, observational experiences, and meetings do not count toward these hours.

According to the National Organization of Nurse Practitioner Faculties guidelines, "Direct patient care clinical hours refer to hours in which direct clinical care is provided to individuals & families in one of three population-focused areas of NP practice; these hours do not include skill lab hours, physical assessment practice sessions, or a community project, if it does not include provision of direct care. Clinical experiences and time spent in each experience should be varied and distributed in a way that prepares the learner to provide care to the populations served. In addition, whereas 750 direct patient care clinical hours for MSN/FNP and MSN/PMHNP with 1000 minimum direct patient care hours for BSN to DNP and MSN to DNP students is regarded as a minimum, it is expected that programs preparing Advanced Practice Registered Nurses (APRNs) to provide direct care to multiple age groups, e.g., FNP/PMH (or lifespan), will exceed this minimum requirement."

All NP students must complete at least one (1) clinical rotation with a nurse practitioner.

Clinical Preparation and Conduct

- Students are expected to come prepared for clinical/lab.
- Students must have met all documentation requirements for FMU and (if applicable) their clinical site.
- If a student is unprepared for clinical/lab or violates clinical policies, the student may be sent home and the incident will result in an educational warning. A second occurrence of the same or different infraction will result in an educational warning. A third incident will result in a clinical/lab and course failure.
- A student's educational warnings are cumulative, and a third in a subsequent course can constitute a clinical failure and dismissal from the graduate nursing programs.
- Any grossly unsafe or negligent clinical event or unethical practice may constitute an automatic course or program failure.
- Any falsification and /or misrepresentation of clinical hours will result in a program dismissal.

Clinical Evaluation of Student Performance

- Students may request a copy of each of their clinical evaluations.
- Student performance in the clinical area is assessed by preceptor(s) and documented in Typhon using the Evaluation and Survey Instrument (EASI) System. Students will initiate a review in Typhon which

sends their preceptor(s) an email link to complete the appropriate student evaluation. The student must achieve a satisfactory level of performance in the lab/clinical to progress in the program**.**

- Once the preceptor(s) evaluation of the student is complete, the student will review it, add a self-reflection, and sign/time stamp the evaluation. The evaluation will also be reviewed and signed/time stamped by the Typhon oversight faculty and Course Coordinator.
- Student performance in the clinical area is also assessed through the review of Typhon logs and clinical notes. This is reviewed by either clinical adjunct faculty, full-time nurse practitioner faculty, or the Course Coordinator.
- When a student's (MSN or DNP's) clinical performance in any clinical situation indicates that a student is unable or unwilling to perform at a safe and/or professional level of practice, the preceptor in consultation with the Course Coordinator and the Director/Coordinator of the program will remove the student from the clinical area, and it will constitute an educational warning for that day.
- After the first educational warning, a written action plan will be made with the Course Coordinator and the clinical instructor. If the stipulations in the action plan are not met by the date and time identified, then the student will receive a second educational warning. If they receive a third educational warning, they will fail the course and will be dismissed from the graduate nursing program.
- Students are encouraged to continuously articulate learning needs throughout each semester to enhance the clinical and course faculty's ability to facilitate relevant learning assignments and opportunities.

A clinical (course) failure or a program failure may be assigned by the faculty, in consultation with the Department Chair and Director of the MSN-FNP and DNP programs, if the student is responsible for a sentinel or grossly unsafe or negligent event, even if it is the first occurrence (https://www.jointcommission.org/sentinel_event_policy_and_procedures/).

Clinical Evaluations for Nurse Practitioner and DNP Students
All clinical evaluations for nurse practitioner and DNP students will be completed in Typhon using the Evaluation and Survey Instrument (EASI) System.

All students will complete the following evaluations for each clinical rotation:

- Student Evaluation of Clinical Site
- Student Evaluation of Preceptor
- Student Evaluation of Typhon Oversight

All students will initiate a review by their preceptor(s) at the end of their clinical rotation using one of the following evaluation tools:

- Preceptor Evaluation of Student
- MSN-DNP Preceptor Evaluation of Student

Clinical Grading Scale for Nurse Practitioner and DNP Students

Rating	Skill level	Definition
1	Below expected skill level	Consistently requires substantial assistance/supervision to perform task adequately
2	Basic skill level	Performs tasks with basic skill and with moderate amount of assistance/supervision
3	Intermediate skill level	Performs tasks with skill and able to interpret findings with minimal assistance/supervision

4	High skill level	Performs with proficiency and skill, interprets with consistently accurate judgment, and does not need assistance/supervision.

The faculty expects an average rating of '3' in each category to successfully pass the clinical courses in the MSN-FNP, MSN-PMHNP, BSN-DNP/FNP, BSN-DNP/PMHNP, Post-Masters PMHNP Certificate, and MSN-DNP programs.

The Typhon oversight will complete the following evaluations for each student:

- Typhon Oversight Evaluation of Student
- Typhon Oversight Evaluation of Preceptor and Clinical Site

Clinical Evaluation Tool: Nurse Educator Courses APRN 708 & 709

Rating Code: (Modified from Bondy, K. (1983). Criterion-referenced definitions for rating scales in clinical evaluation. *J. of Nursing Ed.* 122 (9). p. 376 – 82)

P = achieved an average of 4 or above in all learning outcomes at the end of the semester or clinical course.
F = achieved an average of 3 or below in one or more learning outcomes at the end of the semester or clinical course.

Scale Label	Standard Procedure	Quality of Performance	Assistance
5 = Independent	• Safe • Accurate	• Proficient; coordinated; confident. • Occasional expenditure of excess energy. • Within an expedient time period.	• Without supporting cues
4 = Supervised	• Safe • Accurate	• Efficient; coordinated; confident. • Some expenditure of excess energy. • Within a reasonable time period.	• Occasional supportive cues
3 = Assisted	• Safe • Accurate	• Skills in parts of behavior. • Inefficient and uncoordinated. • Expends excess energy. • Within a delayed time period.	• Frequent verbal and occasional physical directive cues in addition to supportive ones
2 = Provisional	• Safe but not alone • Performs at risk • Accurate – not always	• Unskilled; inefficient. Considerable expenditure of excess energy. • Prolonged time period.	• Continuous verbal and frequent physical cues
1 = Dependent	• Unsafe • Unable to demonstrate behavior	• Unable to demonstrate procedure/behavior. • Lacks confidence, coordination, and efficiency.	• Continuous verbal and physical cues
X	•	• Not observed in this course	

Typhon/Clinical Guidelines for all Graduate Nurse Practitioner Students

Typhon is the clinical management system used by the FMU graduate nursing program. All nurse practitioner graduate nursing students are required to enroll in Typhon.

Below are some guidelines related to clinical hours and Typhon entries:

- Students must start clinical hours by the first week of the Summer sessions and the second week of Spring and Fall sessions. Exceptions can be made with the approval of the Course Coordinator.
- ALL students must enter information in Typhon within three (3) days of the clinical day. Faculty have seven days to either 'approve' or 'not approve' initial entries. Students must make complete revisions based on faculty comments within seven days from the day that faculty rejected the entry.
- It is expected that students will apply faculty feedback to all future entries. An improvement in Typhon should be noted as the semester progresses. Failure to apply feedback from oversight to future Typhon entries can result in an Educational Warning.
- Students must email their faculty oversight when a set of entries are complete and when revisions are complete.
- Late Typhon entries and late revisions will not be accepted, and those clinical hours must be repeated. An Educational Warning may be issued for lack of compliance with deadlines.
- At the end of semester, all clinical hours and Typhon entries must be documented in Typhon by the date and time specified in each course by the Course Coordinator to ensure that entries can be revised as needed and that grades can be submitted by the FMU deadline.

Typhon: MSN-FNP and BSN-FNP/DNP Program

As a primary care family nurse practitioner program, student clinical placements should be in primary care locations. For each population-specific clinical course (APRN 701, 702, 703, and 704), at least 60% of the minimum number of patient visits required for that course must be specific to the population-focus in that given course. The remaining patients can be of the course's population focus or can be a different patient population.

For all clinical and residency courses in the FNP program, the number of patients entered must equal at least the number of clinical hours. For example, in DNP 810 Residency I, there are 180 clinical hours, so at least 180 patients must be entered.

Course-Specific & Program-Specific Minimum Requirements for **FNP** Students:

The **course-specific** minimum requirements for the MSN-FNP and BSN-DNP (FNP) programs apply to the following courses only:

- APRN 701 (Primary Care of the Adult): At least 108 of 180 entries must be age > 18 years.
- APRN 702 (Primary Care of Infants, Children, and Adolescents): At least 72 of 120 entries must be age < 18 years.
- APRN 703 (Primary Care of Women): At least 36 of 60 entries must be female.
- APRN 704 (Primary Care of Geriatric Patients): At least 108 of 180 entries must be age > 64 years.

The above is a minimum requirement to be successful in the course but students are encouraged to see as many population-specific patients as possible.

Below is a list of **program-specific** minimum visit types for the MSN-FNP and BSN-DNP (FNP) programs:

- Female: 240
- Male: 240
- Pediatric (Newborn to 5-year-old) Chronic Care or Wellness visit: 20
- Pediatric (Newborn to 5-year-old) Acute/Episodic visit: 20
- Pediatric (6 to 17-year-old) Chronic Care or Wellness visit: 30
- Pediatric (6 to 17-year-old) Acute/Episodic visit: 30
- Adult (age 18 to 64 years) Chronic Care or Wellness: 240

- Adult (age 18 to 64 years) Acute/Episodic visit: 240
- Geriatric (65 years and older) Chronic Care or Wellness visit: 60
- Geriatric (65 years and older) Acute/Episodic visit: 60
- Total visits for MSN-FNP program: 780
- Total visits for BSN-DNP (FNP) program: 1080

Typhon: MSN-PMHNP and BSN-DNP (PMHNP) Programs
For all clinical and residency courses, the minimum number of patients entered must equal at least half the number of clinical hours. For example, if there are 180 clinical hours in a course, at least 90 patients must be entered into Typhon. Regardless of minimums, all patients seen in clinical should be documented in Typhon.

Program-Specific Minimum Requirements for **PMHNP** Students:

Below is a list of **program-specific** minimum visit types for the BSN-DNP (PMHNP), MSN-PMHNP, and Post-Masters PMHNP Certificate programs:

- Female: 195
- Male: 195
- Acute/Episodic/Crisis Management visits: 35
- Psychotherapy (Individual) Sessions: 35
- Psychotherapy (Group) Sessions: 35
- Children under the age of 12: 25
- Children/Adolescents (age 12 to 17): 35
- Adults (age 18 to 64 years) Intake/Initial Assessment: 45
- Adults (age 18 to 64 years) Chronic Care/Follow-up/Med check: 170
- Older Adults (age > 64 years) Intake/Initial Assessment: 10
- Older Adults (age > 64 years) Chronic Care/Follow-up/Med check: 35
- Substance Use Disorders: 45
- Inpatient/Residential: 45
- Outpatient: 195

Clinical requirements for successful program completion include:

- All program-specific visit-type/patient encounter requirements met.
- Satisfactory preceptor ratings on the Graduate Clinical Assessment Tool.
- A minimum of 780 (BSN-MSN)/1080 clinical hours (BSN-DNP) clinical hours.
- A minimum of 390 (BSN-MSN)/540 (BSN-DNP) documented patient visits.

Time Log and Typhon Entry Expectations for Nurse Practitioner Students

- A time log with the clinical date and number of hours participating in direct patient care (excluding lunch break) must be entered for each clinical day.
- Complete all drop-down boxes.
- Under the student participation section:
    - *Primary* = > 50% effort by student
    - *Shared* = 50-50 equal student-preceptor effort
    - *Less than shared* = < 50% effort by student
        - As the first semester progresses, the student should advance steadily from *Less than Shared* visits to *Shared* visits. It is expected that 90% of student-patient contacts will be *Primary* visits by the end of the third semester.

- Complete Social Problems section, noting what was addressed in the visit. Any social issue or topic addressed for education and/or intervention should be listed here.
- Enter all ICD-10 codes addressed at the visit, making sure the codes you enter are valid before completing the entry. There is a button to 'validate codes.'
- Under Medications:
    - Fill in the boxes regarding the number of OTC drugs taken regularly, currently prescribed, and new/refilled meds during the current visit.
    - Choose the drug classes that correspond to the new/refilled medications during the current visit.
    - Mark any adherence issues with medications, if necessary.
- The Clinical Notes section should include a SOAP note. The requirements for clinical notes vary from course to course. See guidelines posted on the Student Graduate Nursing Blackboard Site under the Typhon tab for further details.

MSN-DNP Typhon Documentation of Clinical Hours:
Students will record their hours in Typhon. The category of "Shift Hours" will be used for precepted clinical hours.

- Click on "Time Logs" to add a daily time log. Add your precepted clinical hours under "Total Shift hours." Total Shift Hours should only be precepted clinical hours. Students must add a note describing their clinical day (i.e.-number and types of patients seen, procedures performed, diagnoses treated, etc.…).
- DNP students must enter clinical hours into Typhon within three (3) days of the clinical or project day and the course coordinator that entries are ready for review. Late Typhon entries will not be accepted, and those clinical hours must be repeated. An Educational Warning may be issued for lack of compliance with deadlines. All Educational Warnings are cumulative, and three (3) warnings will result in dismissal from the program.
- To successfully complete a course, all clinical hours for that course must be completed. Clinical hours are pass/fail. Therefore, failure to meet this expectation will result in course failure. If an incomplete is needed, the student must contact the DNP Director.

Educational Warnings
Nursing students will receive a written warning when unsati**s**factory clinical and didactic performance occurs. Additionally, failure to turn in clinical paperwork at the scheduled time will result in a written educational warning. The educational warning will be placed in the graduate nursing program student's file. The educational warning includes a written plan for the student to work towards successful completion of the course/clinical requirements. Warnings are cumulative, and three (3) warnings will result in dismissal from the program. Students who dispute the accuracy of details or validity of any educational warning may follow the chain of command in addressing concerns.

Students Identified as at Risk
Faculty and/or adjunct faculty will identify any at-risk student needing clinical remediation. Students at-risk for clinical failure will meet with the Course Coordinator and assigned clinical faculty member to create an individualized remediation plan with a completion timeline. Clinical remediation could include additional clinical hours, observed clinical experiences, tutoring, online resources, evidence-based practice resources, Typhon guidance, simulation laboratory learning practice, and/or referral to the FMU Testing, Counseling and Special Services Center.

The remediation plan is created with input from the course coordinator, the student, and, if applicable the clinical faculty member with written measurable objectives and goals. Re-evaluation will occur by the timeline established in the written remediation plan. The timeline for remediation will be no longer than four (4) weeks not including scheduled FMU holidays.

The faculty member/adjunct faculty/or Course Coordinator re-evaluates the student at the end of the four-week timeline to ensure objectives and goals have been met. Failure to meet objectives and goals will result in clinical failure. Clinical failure will result in dismissal from the MSN program per the current edition of the *FMU Catalog*, which states, "no retaking of courses will be permitted for clinical failures".

Professional Dress Code
In recognition of the educational and professional environment of Francis Marion University, all individuals associated with this institution are expected to always maintain a neat and clean appearance.

In view of nursing's professional goals, all students enrolled in the Graduate Nursing Program must project a professional image of nursing when engaged in clinical learning or preplanning experiences. Remember that when acting outside the University classroom, you will be seen as a guest, a representative of the Graduate Nursing Program, and a professional graduate nursing student. The dress code is designed to protect the personal safety of students while in the clinical area. Although this dress code is congruent with the majority of health care agencies, some have dress codes that may be different or more restrictive. The course coordinator will inform the student of any additional agency requirements. Guidelines specific to clinical sites will be given by the clinical faculty during any clinical experiences. Shorts or jeans are not appropriate attire. Students must have proper identification (which may be picture ID) and required equipment/supplies needed for clinical/lab experiences.

Specific guidelines are as follows:

- **Acceptable Attire**: When involved in nursing practice settings, students must wear the approved uniform/professional attire. All uniforms/attire must be neat, clean, without wrinkles, tears, or frays, and properly fitting with appropriate undergarments. The uniform may be an approved dress or pants and top. Hemlines must be professional in length and be no shorter than the top of the kneecap. Professional shoes, no sandals, or open toed shoes. Labs coats per program designation. In some agencies scrubs are allowed but must have a neat and clean appearance.
- **Unacceptable attire**: Jeans, denim, open-heeled clogs, heels higher than 2 ½ inch, sandals or flip-flops, shorts or mini-skirts, frayed or camouflaged clothing, tight-fitting, torn, or low-cut clothes are deemed by the Graduate Nursing Program as unprofessional and are inappropriate,
- **Identification**: Approved Francis Marion University /Graduate Program identification must be worn in every clinical setting. Only an approved FMU Graduate Nursing Program identifier should be displayed.
- **Lab Coat**: All students are required to wear the white FMU graduate student monogrammed, long sleeve, long length lab coat with tailored hemline, unless deemed otherwise in the clinical site. The Monogram will have the signature FMU blue color with School of Health Sciences, Graduate Nursing Student above the left breast area.
- No chewing gum or tobacco products (includes e-cigarettes) are allowed in any clinical experiences.
- **Tattoos**: All tattoos must be covered during the clinical experiences, i.e., if a student has an ankle tattoo, pantsuit uniform or opaque hosiery must cover it. If the tattoo is in an area that cannot be covered by clothing, consult your Course Coordinator prior to attending any clinical activity.
- **Hair:** Hair must be short (or pinned up), neat, clean, and well managed to avoid contamination of patient areas and self. Elaborate hair styles and ornaments may not be worn. Unnatural hair colors or streaks of unnatural colors, i.e., lime green, blue, etc. are not consistent with the professional image of nursing. Beards and mustaches must be well groomed and clean and in compliance with the clinical agency's guidelines.
- **Nails**: Fingernails must be short enough not to injure patients. No nail polish or artificial nails are allowed.

- **Jewelry**: Jewelry must be minimal and conservative. Visible body piercing and tongue piercing jewelry should be removed prior to clinical experiences. Wedding rings may be worn. No more than one stud-style earring per earlobe may be worn. Stud or post earrings must be less than one-half inch in diameter. Bracelets, necklaces, or dangling earrings are not permitted. Also, some clinical areas may require you to pin your rings and watches to your uniform. MediAlert bracelets are acceptable.
- **Fragrances**: Non-scented make-up and hair products may be worn. No perfumes or colognes are allowed. Lotions and deodorants must be limited to those with light scents.
- **Makeup**: Should be understated and subtle. No dramatic eyeshadow or lash extenders.

Failure to comply with these policies will result in dismissal of the student from the clinical area. The Clinical Faculty will notify the Course Coordinator and the student will receive an educational warning. If there is a repeated offense, the Clinical Faculty will notify the Course Coordinator and a second educational warning will be issued. Educational warnings are cumulative throughout the program. If a third educational warning occurs, it will constitute in dismissal from the program.

Health Insurance Portability and Accountability Act of 1996 Statement
The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule provides a federal law to protect privacy and confidentiality by preventing a release of an individual's (patient's) individually identifiable health information (i.e., information in a medical record).

The Nursing Faculty at Francis Marion University recognizes the importance of protecting health information and understands the responsibility to educate the students as to the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA protects all health care information generated by a healthcare provider, health plan, or facility. This information is protected whether it is verbal, written, or electronic. The following information is a description of the HIPAA guidelines as they apply to students and faculty.

A nursing student having access to individually identifiable health information must complete HIPAA Privacy Rule training. Typically, this Privacy Rule training must be completed prior to the student beginning clinical. Records of the training sessions are maintained in the nursing graduate program.

Nursing students may view individually identifiable health information for treatment purposes. In other words, FMU graduate students must be involved in the care of the patient to view a patient's individually identifiable health information (i.e., the contents of a medical record).

Individually identifiable health information may be stored in a variety of formats including paper, electronic (computers), video, audio, and photographs. Regardless of the format, all individually identifiable health information must be protected**. Under no circumstances should any of this information be copied and/or removed from the clinical agency.**

Caregiver Responsibilities
Caregivers (students and faculty) must be careful with the protected information to which they have access and should be aware of the environment in which they are discussing patients. The following guidelines are required for faculty and students in both classroom and clinical:

- Patient issues should only be discussed in a confidential area in the clinical area. There should be discussion of patient issues with as little information identifying the patient as possible. Case study presentations should be used in which the patient is described by age and diagnosis but not by name. Information (report sheet, notes, and lab) should be disposed of properly at the facility before leaving. No records or protected health information are to be removed from the facility.

- Information should only be shared with individuals who are directly caring for or have permission to have information regarding the patient.
- Computer security should be always ensured. Do not share passwords. Log off when you leave.
- Information related to patients or student assignments should never be faxed.

FMU graduate students can follow basic Do's and Don'ts to protect a patient's privacy. All of these are just a common-sense approach to protect the privacy of individually identifiable health information.

The Do's:	The Don'ts:
• Do I need to look at this patient's health information to provide treatment to the patient? • Do keep a patient's room door closed when providing care or discussing health information. • Do speak softly when discussing health information while others are present. • Do excuse visitors when patient information is to be discussed. • Do follow proper procedures when disposing of a patient's health information. • Do log off computer systems when you are finished accessing health information. • Do report any privacy violations to your college or the privacy officer.	• Don't talk about a patient's health information in public places. • Don't choose a computer password that can be easily guessed, such as your last name. • Don't let faxes or other printed papers with a patient's health information lie around unattended. • Don't walk away from open medical records. • Do not give out a patient's medical condition or location. Refer the call or request to your instructor or charge nurse on the unit.

In addition, each FMU graduate student must realize that mental health, HIV/AIDS, sexual assault, and alcohol/drug abuse records are protected by additional Federal and State laws. Therefore, these types of individually identifiable health information must be protected with greatest care.

Injury Occurring During the Course of Any Learning Experience

If a student acquires an injury and/or a needle stick during a learning experience (classroom, skills laboratory, simulation laboratory, healthcare organization, or extramural learning experience) the following procedure should be followed:

- Wash the affected area immediately with soap and water if the injury is a needle stick.
- **Notify your supervisor/department head of your injury.** If the injury occurs during a business-related activity off campus, please proceed to step 3 and inform your supervisor as soon as is reasonable.
- **Contact the Campus Police Officer for follow-up medical assistance.** The responding Campus Police officer will complete an incident report and inform Human Resources of injuries warranting further medical attention. If the employee is able, they should come to Human Resources.
- **Injury Occurring During the Course of Any Learning Experience.** In the event that a student acquires an injury and/or a needle stick during a learning experience (classroom, skills laboratory, simulation laboratory, healthcare organization, or extramural learning experience) the following procedure should be followed:
  - Wash the affected area immediately with soap and water if the injury is a needle stick.
  - Report the incident to your supervising faculty or preceptor immediately.
  - Contact CompEndium (FMU's worker compensation plan) at 877-709-2667 prior to seeking medical care unless immediate medical attention is needed.
  - Students should seek medical care as they deem necessary.
  - CompEndium makes the decision, not FMU, about claim payment.
  - All students are to have healthcare insurance.

Any student who suffers from an injury, develops a physical or emotional problem, and takes medication that may alter critical thinking and clinical decision-making, which may interfere with safe nursing practice, has the responsibility of notifying all appropriate nursing faculty so that appropriate measures can be taken. Prior to returning to the clinical environment, the said student **must** provide a letter to all appropriate nursing faculty from their health care provider indicating **"no restrictions."**

"Any student who presents problems in physical or emotional health which do not respond to appropriate treatment and/or counseling within a reasonable period of time, or any student who demonstrates behavior which conflicts with the safety essential to nursing practice, can be dismissed from the nursing program" (*South Carolina Board of Nursing*).

Health Costs/Coverage: Graduate Nursing Programs
The University and/or the graduate nursing programs are ***not liable*** for health care costs associated with a student's illness or injury from clinical practice and/or lab activities.

Infectious/ Communicable Disease Policies at Clinical Sites
Students must comply with the infectious/communicable disease policy of the agency or facility with which they are currently associated for their clinical experience, as well as the policies of the nursing program. The specific agency/facility policies will be reviewed in the clinical orientation prior to clinical practice.

Prevention and Transmission of Transmittable Disease
All students are required to abide by the Centers for Disease Control (CDC) & Prevention and Occupational Safety and Health Administration's (OSHA) universal precautions and precautions applicable to individuals with infectious/communicable diseases. It is the student's responsibility to become thoroughly familiar with these guidelines and to practice universal precautions in all clinical/lab settings. Universal precautions may be summarized as treating all body substances, body fluids as potentially infectious. Protective Personal Equipment (PPE) should be used to reduce the risk of exposure to potentially infectious material.

Student Refusal to Care for Patients with Infectious/Communicable Diseases
Refusal to provide care to patients with infectious/communicable diseases is not in keeping with performance expectations for students in the graduate nursing programs and is inconsistent with the ethics of the nursing profession. It is expected that students will provide care to assigned patients with any infectious/ communicable disease. In cases where continuing clinical practice presents more than a minimal risk, such as when a student is immune suppressed, the clinical faculty may decide to temporarily reassign the student.

Exposure Incidents and Follow-up to Blood/Body Fluids
Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or potentially infectious materials that result from the performance of student activities. Students who follow the recommendations developed by the CDC have minimal danger of contracting any infection during their clinical activities. Initial and subsequent care and follow-up activities including recommendations related to counseling, prophylactic/treatment regimes, continued or restricted practice after a student's exposure incident will be determined by the student's health care provider. Any student who experiences a blood or body fluid exposure incident is responsible for all medical costs incurred for their counseling, follow-up care/treatment and/or diagnostic tests/procedures conducted. These blood or body fluid exposures, like all incidents that occur on school time, must be reported to the supervising clinical instructor immediately.

Simulation Laboratory

The simulation laboratory is located on the third floor of CCHS and is equipped for the practice of advanced health provider core competencies. Open lab hours are provided but students can schedule additional hours by contacting the Course Coordinator.

XI. DNP Portfolio Requirements

During the DNP program, the DNP student will add required scholarly components to the DNP Portfolio, which is housed within the Typhon system. Completion of the DNP portfolio is required for program completion and graduation.

All portfolio documents must be evaluated and approved by DNP faculty and completed during the Residency courses.

Portfolio categories are as follows:

- Curriculum Vitae
- Professional Development Journals and Certificates
- Clinical Logs (from Typhon)
- DNP Project Documents
- DNP Essentials Table

Curriculum Vitae

DNP students will complete a curriculum vitae during DNP 807: Capstone 1.

Professional Development Requirements

All DNP students are required to complete a total of 10 (ten) activities aimed at professional development by the end of the DNP program.

Students must complete at least one activity in each of the following three categories:

- Lifelong learning activities (i.e.-continuing education offerings focusing on advanced practice topics and issues)
    a. *10.2i Foster activities that support a culture of lifelong learning.*
- Leadership through professional service (i.e.-volunteer with an organization)
    a. 10.2j Expand leadership skills through professional service.
- Mentor others in the development of their professional growth and accountability (i.e.-precepting nurses or other clinical staff in the clinical setting, mentoring BSN students, serving on a discussion panel for undergraduate nursing organizations, speaking at a nursing section of a UL 100 course)
    a. 10. 2h Mentor others in the development of their professional growth and accountability.

For lifelong learning activities, the DNP student must upload the continuing education certificate earned into the DNP Portfolio. There are a maximum of eight continuing education activities allowed for this requirement.

For professional service (i.e.-volunteer) activities, the DNP student must upload a picture or signed evidence of participation in the event as well a half page journal detailing the experience and linking it to the following AACN sub-competency: *10.2j Expand leadership skills through professional service* into the DNP Portfolio. You must complete at least one professional service activity.

For the mentorship activities, the DNP student must upload a picture or signed evidence of mentorship activity as well a half page journal detailing the experience and linking it to the following AACN sub-competency:

10.2h Mentor others in the development of their professional growth and accountability into the DNP Portfolio. You must complete at least one mentoring activity.

The DNP student should contact DNP faculty if they have any question about whether an activity will meet one of the three categories.

Clinical Logs (from Typhon)
Once all clinical hours for the entire program have been completed and approved, the BSN-DNP student will obtain and upload two (2) reports from Typhon into the portfolio. The required reports are (1) Case Log Totals (Graphical) and two (2) My Time Logs. The Case Log Totals report must be exported as PDF document. The My Time Logs report must be exported as an Excel document. MSN-DNP students will only obtain and upload the My Time Logs report.

DNP Project Documents
The following elements associated with the DNP Project must be uploaded:

- DNP Manuscript in journal format (from DNP 806)
- Final DNP Manuscript (from DNP 808)
- Final DNP PowerPoint (from DNP 806)
- Final DNP Poster (from DNP 807)

These documents must include suggested revisions from course faculty before upload.

DNP Essentials Table
For these assignments, you will describe at least one unique clinical experience that demonstrates competency in each of the American Association of Colleges of Nursing (AACN) Advanced Level Domains assigned to each of the following residency courses:

- Residency I: AACN Domains 1-3
- Residency II: AACN Domains 4 -6
- Residency III: AACN Domains 7-10

Portfolio Requirements for each Residency Courses:

Residency I

- Create portfolio
- Complete and upload at least four (4) professional development documents
    - Recommend continuing education certificates (i.e. IHI module certificates)

Residency II

- Complete and upload at least four (4) more professional development documents
    - Recommend continuing education certificates, volunteering, and/or mentoring

Residency III

- Complete and upload two (2) more professional development documents
    - Recommend continuing education certificates, volunteering, and/or mentoring
- Upload DNP Essentials Table
- Upload Typhon Case Log Totals and Time Log Reports

Remaining requirements for Portfolios completed in DNP 806, 807, and 808. Course faculty will ensure these have been uploaded.

XII. STUDENT PROFESSIONAL INVOLVEMENT IN PROGRAM DEVELOPMENT

Student Evaluation of Course and Instructor
Student evaluations of course and instructor provide the opportunity to maintain and enhance educational quality (*FMU Catalog*). Every semester, graduate students are provided the opportunity to evaluate each course and its instructor so that educational quality may be maintained and enhanced. All students are encouraged to respond to the evaluation with honesty, sincerity, and a sense of confidentiality. The graduate nursing program will adhere to the University's guidelines in administering the evaluations. Nursing students may be asked to evaluate preceptors in the clinical settings as well as the clinical agencies. This will provide essential information that can be utilized to enhance the quality of the clinical experiences.

Student Representation
Nursing faculty is requested to submit the names of graduate students for consideration to serve as members of the Nursing Graduate Committee (NGC). Students who volunteer will work in collaboration with faculty to review proposed curricular changes and procedures and instruments for graduate program evaluation. A student from each of the tracks will be invited to assist faculty.

Sigma Theta Tau International (STTI) Nursing Honor Society
Chi Lambda is a chapter of Sigma Theta Tau International (STTI) Nursing Honor Society. The society recognizes scholarship, leadership, and service. Those eligible for induction include students who have completed 25% of their graduate curriculum and have a cumulative GPA of 3.5 or greater and community members who have demonstrated leadership and service in the community. The honor society conducts scholarly meetings at least twice each year. Induction into STTI occurs each Spring, and students who meet the aforementioned qualifications will be notified of their eligibility by email.

The Minority Nursing Association
The Minority Nursing Association (MNA) is a professional organization that was established in August 2013 for nurses and nursing students in the Pee Dee Region. As professional nurses, we can encourage and support each other to grow personally and professionally and provide guidance and mentoring to minority nurses and nursing students. A goal of the organization is to work together as advocates to identify and address the health care needs in minority communities of the Pee Dee Region through health promotion initiatives and activities. This organization is primarily for undergraduate students, but all are welcome to attend.

Student Nurses Association (SNA)
The BSN Program encourages nursing students to participate in pre-professional organizations that promote leadership and awareness of issues that may affect present and future nursing practice. The BSN Program has an FMU Chapter of the South Carolina Association of Nursing Students. Members function under the Charter of the organization and the leadership of elected officers. An advisor is elected/appointed from the nursing faculty. The advisor is expected to be in attendance at the meetings of the organization. The advisor's role is to provide clarity, to interpret the BSN Program and University policies/procedures, and to provide general consultation.

Health Occupations Students of America (HOSA)
HOSA is a national student organization endorsed by the U.S. Department of Education and the Health Science Education Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health occupations instructors and students to join and be actively involved in the HSE-HOSA Partnership. FMU has a chapter of HOSA, advised by a member of the nursing faculty.

XIII. ALCOHOL AND OTHER DRUG POLICY

Students, faculty members, and staff of FMU's graduate program are responsible, as citizens, for knowing about and complying with the provisions of South Carolina Law that make it a crime to possess, sell, deliver, or manufacture those drugs designated as "controlled substances." Any student enrolled in the graduate program who violates this law is subject to both prosecution and punishment by the civil authorities and to disciplinary proceedings by the University and the nursing program. For a complete account, please reference the current edition of *Francis Marion University's Student Handbook* in the "Students' Rights section: Alcohol and Other Drug Policy Summary."

Graduate Program Policy on Substance Abuse

Our philosophy regarding student substance abuse revolves around protecting the public's health and safety. To ensure patient safety, comply with clinical facility policies and the South Carolina Board of Nursing policy, the graduate program has adopted the "Alcohol and Other Drug Policy" which coincides with other University policies regarding these issues.

Substance abuse is defined as the non-prescribed use or abuse of any legal or illegal drug and/or alcohol. It is also the abuse of legally prescribed, but abusively, dangerously, or illegally used drugs. The graduate program will be responsible for appropriately identifying students who are abusing alcohol/ drugs and referring students to appropriate programs, agencies, or resources, either on or off campus as needed. For definition of this policy, use or abuse of illicit/illegal drugs, the illegal use of alcohol, or use of any substance that disrupts the operation of the nursing program or is deemed to be unsafe in relation to patient care are prohibited. Additionally, the nursing program may refer students to the appropriate FMU office in situations that may involve violations of other University policy relating to these issues.

Student Drug Screen Policy

To maintain the safety of students, staff, and patients, the nursing program will apply the following guidelines to all on and off-campus student activities:

- Students must submit an initial 10-panel urine drug screen upon admission to the nursing program by uploading the results into CastleBranch before the start of classes. A random 10-panel urine drug screen will be required if the student exhibits behavioral or performance problems including but not limited to:
    - *Erratic behavior*
    - *Slurred speech*
    - *Disorientation*
    - *Staggering*
    - *Loss of consciousness*
    - *Falls*
    - *Nervousness*
    - *Poor concentration*
    - *Falling asleep during class/clinical activities*
    - *Increased absenteeism/tardiness*
    - *Impaired clinical judgment*
    - *Patient harm/negligence*
- If intoxication is suspected, faculty will inform the student that they cannot remain at the facility and, for personal and public safety, must obtain transportation.
    - *Local police will be notified when a student is unable to obtain alternative transportation.*
- The student must submit to a drug screen, at a facility of their choosing, by 5pm of the occurrence date.
    - *The student is responsible for the entire cost of the drug screen.*
- The student's drug screen will be considered positive if testing is not completed by 5pm of the occurrence date.

- *It is the student's responsibility to find an agency and/or schedule an appointment to complete the drug screen.*
- The nursing department reserves the right to request a random drug screen from any student at any time.

Consequences of Failure to Participate in or Cooperate with Testing
An instance of failure or refusal to participate in or cooperate with testing shall be deemed an occasion of impermissible drug/alcohol use that justifies dismissal under the graduate program policy on Dismissal from the Program.

Possession and Distribution of Drugs or Alcohol
Any student arrested for possession of drugs or alcohol must notify the DON Chair within twelve (12) hours of the incident and cannot participate in patient care or clinical until the allegations are resolved. This is to be in compliance with the policies and procedures of our practice care partners. Failure to notify the DON Chair or designee within twelve (12) hours will result in dismissal from the program.

Consequences of Impermissible Drug Use
When prohibited drug and/or alcohol use has been confirmed through positive test results, the student shall meet with the DON Chair or designated representative and be dismissed from the program.

Any information concerning a student's alleged or confirmed use of drugs/alcohol shall be restricted to institutional personnel and the South Carolina Board of Nursing. No individual test results of the drug/alcohol screen will be provided to clinical agencies. No release of such information will be made without the student's written consent, unless in response to appropriate judicial process. The institution, however, will not voluntarily disclose such information in the absence of a subpoena or court order.

XIV. PROFESSIONAL EXPECTATIONS

Academic Dishonesty
See the Honor Code found in the current edition of the *University Student Handbook: Rights and Responsibilities: Honor Code.* All students and faculty are expected to refrain from acts of academic misconduct including, but not limited to, plagiarism, the giving or falsifying of any academic documents or related materials, cheating, and the giving or receiving of unauthorized aid in tests, examinations, or other assigned work.

Plagiarism is a form of academic misconduct and is the use of another person's words or ideas without providing credit to that person. It is the theft of another person's words or ideas to give the impression that you created them. These words and ideas may be from a variety of sources including printed works, speeches, presentations, and/or Internet sites and documents. Appropriate and complete referencing of words and ideas obtained from others is a requirement in ALL courses. If a work is anonymous, as may be the case with some internet documents, it still must be fully referenced. Plagiarism includes the use of a direct quotation without the use of quotation marks, even if an in-text citation is provided.

Self-plagiarism is the presentation of your own previously submitted work as original. At FMU, self-plagiarism occurs if a student submits a significant portion of a paper written for one class to complete an assignment for another class. However, incorporating previous classwork into one's MSN or DNP project assignments and/or manuscript is allowed.

Violations of the Academic Conduct policy strike at the very heart of the University and the teaching and learning process. It is the responsibility of the instructor to determine the appropriate academic penalty for an

act of cheating or plagiarism or self-plagiarism. Normally these penalties range from failure on the assignment to failure of the course (*FMU Student Handbook, current edition).*

Artificial Intelligence (AI) Policy:
This course assumes that work submitted by students will be generated by the students themselves, working individually or in groups as directed by instructions. This policy indicates the following constitute cheating or plagiarism: a student has another person or entity do the work of a graded assignment for them, including purchasing work from a company, hiring a person or company to complete an assignment or exam, and/or using generative AI tools (such as ChatGPT). The faculty reserves the right to question any assignment that is suspected of AI and the student may receive a grade of a zero for the assignment.

Code of Ethics
The graduate nursing program subscribes to the "Code of Student Conduct" as defined in the "Students' Rights and Responsibilities" section of the current edition of the *Francis Marion University Student Handbook* and *Catalog.* The graduate nursing program subscribes to the American Nurses Association (ANA) Code of Ethics; whereby, all students and faculty are expected to be honest and honorable in all academic and professional endeavors. It is further expected that they will refrain from any activity, which might impair the image of the University, the nursing program, or the nursing profession.

Professional Conduct
Professional misconduct is construed as any violation of the following:

- Faculty and students assume responsibility for individual and professional judgments and actions. They will seek consultation and clarification on professional actions in which there is uncertainty. It is expected that they will continue to maintain competence in their practice.
- The student nurse assumes responsibility and accountability for individual nursing judgments and actions at their level of knowledge and expertise.
- Nursing faculty and students exercise informed judgment and use individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
- It is expected that faculty and students will:
    - Respect and uphold the rights of all patients.
    - Provide services with respect for human dignity and the uniqueness of the whole patient unrestricted by the nature of health problems, personal attributes, and beliefs.
    - Judiciously protect information of a confidential nature.
    - Ensure the patient's right to privacy.
    - Protect the patient against incompetent, unethical or illegal practice.
- Participate in the profession's efforts:
    - To protect the public from misinformation and to maintain the integrity of nursing.
    - To implement and improve standards of nursing and maintain conditions of practice conducive to high quality nursing care.
    - By assuming responsibility for reporting incompetent, unethical, or illegal practice to the appropriate authority.
- It is expected that faculty will respect and uphold the rights of students by:
    - Maintaining confidentiality of student records.
    - Obtaining or disseminating to the appropriate persons only information strictly pertinent to the student's current academic performance.
    - Treating the student as a human being of worth and dignity.
- It is expected that students will respect and uphold the rights of faculty.

Confidentiality Policy
The faculty and staff of the nursing program at Francis Marion University recognize the importance of protecting the private and confidential information regarding patients, their families, employees, staff, and peers as well the operation(s) of agencies within which the faculty and students practice.

It is the legal and ethical responsibility of every faculty member and student to maintain and abide by laws relative to privacy including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) guidelines. This policy includes materials discussed in both the classroom and clinical settings. Information pertinent to patients may be relayed only to those individuals who have authority to have that information. All information pertaining to patients is confidential, regardless of form (verbal, hard copy, film, or computerized form). Unauthorized access, use or disclosure is illegal.

The faculty and students agree to:

- Follow the HIPAA guidelines including this information in the nursing program HIPAA Statement found in the current edition of the *Graduate Nursing Handbook*;
- Read, understand, sign, and follow confidentiality and privacy policy statements before beginning each clinical experience. Policies vary from health care agency to agency; students and faculty are responsible for reviewing them at the beginning of every clinical experience;
- Protect confidentiality of patients, families, employees, peers and agency at all times;
- Access, use or share confidential information only as it is essential and allowed by law;
- Never release protected health information to any unidentified source; know the person you are talking to;
- Never talk about patients in public; never discuss confidential information where other patients, visitors or other employees might overhear, including elevators, dining facilities and telephones;
- Never leave patient records or information where unauthorized persons might see them;
- Never copy information nor remove any part of the patient's record from the agency.
- Never use patient's names or specifics about their healthcare issues on the internet or social media including Blackboard.

Safeguards that exist to protect patient data include institutional systems of passwords that identify users and their access to privileges in the computer system. The ability to use an electronic signature is a privilege that is granted in accordance with agency policies. It is not a right to have passwords and computer access.

Faculty and students agree:

- Never, lend or share their passwords with anyone else.
- Never, use another individual's login, ID or password.
- To report immediately breaches or suspected breaches of security to appropriate agency authority.
- To realize that E-mail is not private or secure and therefore to not communicate information via this system.

Diversity, Equity, and Inclusion:
The School of Health Sciences is committed to advocating for the welfare of our students regardless of race, color, ethnicity, gender identity, physical disability, religious or political beliefs, culture, age, sexual orientation, marital and military status, in addition to socioeconomic status. We are committed to embracing diversity and equity and ensuring inclusion. We see strength in our differences, and we are committed to providing a quality education to all students that promotes their academic success by providing a respectful, safe, caring, and compassionate environment.

Incivility:

The School of Health Sciences has a zero tolerance to incivility. Incivility can create an unpleasant work environment, which may affect students, faculty, and staff. Incivility encompasses a range of behaviors which can be contentious, threatening, insulting, or potentially litigious or otherwise interferes or has the potential to interfere with an individual's or group's professional responsibilities, self-respect, or ability to collaborate productively with others. It is behavior that creates an unsafe, intimidating, hostile, destructive, or offensive work, academic or clinical environment. Incivility behavior applies to faculty, staff, and students in the School of Health Sciences. Examples of incivility include but are not limited to the following:

- Shouting or using vulgar, profane, or abusive language,
- Abusive behavior,
- Physical assault or threat thereof,
- Intimidating behavior,
- Refusal to cooperate with others,
- Conduct that constitutes sexual harassment,
- Refusal to adhere to School of Health Sciences policies,
- Inappropriate comments written in official documents that impugn faculty, staff, or students of the School of Health Sciences,
- Non-constructive criticism addressed to an individual in such a way to intimidate, belittle or suggest incompetence,
- Imposition on staff of unnecessarily burdensome or idiosyncratic requirements that are generally not professionally accepted and do not result in improved efficiency,
- Making or threatening reprisals for reporting disruptive or inappropriate behavior,
- Inappropriate email conduct, lack of properly addressing faculty, shouting, or using inappropriate language.

Incivility Course of Action: Incivility demonstrated will be managed as follows:

1. If possible and reasonable, attempt to resolve the issue by asking the individual to discontinue the inappropriate behavior and document the attempted resolution. A written warning will be issued and placed in the student's file.
2. If incivility is repeated, the individual should bring the incivility occurrence issue to the attention of the Department Chair.
3. If the incivility occurrence issue is not resolved by the Department Chair, it will be sent to the Dean of the School of Health Sciences.
4. If the incivility occurrence issue is not resolved by the Dean of the School of Health Sciences, then the individual can take the unresolved issue to the Provost.

   *Student incivility will warrant a written warning. All warnings (regardless of the reason received) are cumulative throughout the program.

Student Arrest Policy

If a student is arrested or formally charged with an infraction of the law, the offending student must report the violation to the DON Chair within two (2) university business days of the offense.

Unsafe/Unethical Student Practice

The faculty of the graduate nursing program has an academic, legal, and ethical responsibility to protect the public and health care community from unsafe nursing practice. It is within this context that students can be disciplined or dismissed from the graduate nursing program for practice, which threatens or has the potential to threaten the safety or well-being of a patient, family member, another student, a faculty member, or other health care provider.

- An unsafe/ unethical practice is defined as:
  - An act or behavior of the type, which violates the South Carolina Nursing Practice Act.
  - An act or behavior, which violates the Code of Ethics for Nurses of the American Nurses' Association.
  - An act or behavior, which violates the objectives and/or policies of the Graduate Nursing Program.
  - An act or behavior, which violates the objectives and/or policies of each Nursing Course.
  - An act or behavior, which violates the objectives and/or policies of the Health Care Agency.
  - An act or behavior, which constitutes nursing practice for which a student is not authorized or educated at the time of the incident.

When an incident occurs, which a faculty member believes may constitute an unsafe/unethical practice, the faculty member shall immediately notify the student and instruct the student to leave the clinical setting. The faculty member will then notify the Course coordinator who will, in turn, notify the Chair of the nursing program. The student may receive a course failure.

The clinical faculty member in consultation with the Course Coordinator will review all the written documentation involved in the incident to determine whether there are grounds that unsafe/unethical practice has occurred. If it is determined at this point that critically unsafe/unethical practice and/or behavior has occurred, the Course Coordinator will meet with the Chair of the nursing program to review all the written documentation and for providing recommendations regarding the status of the student.

After a gravely unsafe incident, a recommendation for dismissal from the nursing course and/or program is made. The Chair of the nursing program will refer the matter to the NGC for review by the committee. If the Nursing Graduate Committee recommends dismissal, the NGC Chair will forward a recommendation for dismissal to the Department Chair. If the dismissal is upheld by the Department Chair, an official dismissal letter will be issued. A student who has been dismissed from the graduate nursing program may appeal their dismissal. Refer to the current edition of the *FMU Student Handbook* in the Student Services Section: Judicial Affairs.

Sexual Harassment

The graduate nursing program follows the general policy guidelines found in the current editions of the *Francis Marion University Catalog* and *Student Handbook*. In the case of a student who believes that they have been the victim of discriminatory behavior, including sexual harassment from employees of contracted clinical agencies and/or outside agents working in those agencies, should report the matter to the Course Coordinator. The Course Coordinator will in turn notify the Chair of the nursing program. All files and communication will be kept confidential.

XV. GRIEVANCES

The Department of Nursing (DON) defines concerns and/or complaints as student issues that are not resolved at the level of the Course Coordinator and are elevated to the level of the DON Chair. The Nursing Program adheres to the University Guidelines for Student Concerns or Complaints as outlined in the current edition of the *Francis Marion University Catalog*. Student concerns or complaints are handled in a professional manner. Discussion and problem solving of issues should be based on facts. **Grievances should be discussed first with the faculty involved and if unresolved, with the Chair of the program.** Resolutions should acknowledge the satisfaction of all parties, but must maintain the integrity of the nursing program. **Following the chain of command is an expected behavior for professional nurses.** If the issue(s) cannot be resolved through the procedures below, a formal grievance may be filed as described in the current editions of the *University Student Handbook* and the *Graduate Nursing Handbook.*

Guidelines for Resolving Student Concerns or Complaints

Students experiencing academic difficulty are strongly encouraged to schedule an appointment with faculty for assistance. If students are unable to resolve academic issues, then they should consult individuals in the following order:

1. Course Coordinator, if different from above
2. Director/Coordinator of the program
3. DON Chair
4. Dean of the School of Health Sciences
5. Provost

For quicker resolution, students are encouraged to seek resolution of conflict using this process. It is the desire of the nursing faculty to facilitate faculty-student dialogue to promote a positive environment for learning.

Student Concerns or Complaints

The DON adheres to the University Guidelines for Student Concerns or Complaints as outlined in the current edition of the *Francis Marion University Catalog*. "The University deems it essential that all students be provided an adequate opportunity to bring concerns, complaints, or suggestions to the attention of the administration with the assurance they will be treated promptly, professionally, fairly, and without fear of reprisal. If any student believes they have been mistreated by any member of the faculty or staff, the procedures below should be followed.

These procedures are intended to simplify the proper route for students to follow in reporting any perceived mistreatment by a University employee and are not intended to replace any existing policy or process for matters that may be grieved (i.e. sexual harassment, grade appeals, etc.).

- Concerns about faculty on academic or other matters should be reported to the Department Chair or Dean who supervises the professor or instructor.
- Concerns about any form of perceived mistreatment by a University employee should be reported to the employee's supervisor or to the office of the Vice President of the division to which the employee belongs.
- Concerns about admission, registration, advising, or financial assistance issues should be reported to the Associate Provost for Enrollment Management or the Provost's Office.
- Concerns about billing, student accounts, or other administrative issues (Campus Police, Dining Services, Bookstore, etc.) should be reported to the office of the Vice President for Business Affairs.
- All other concerns about non-academic matters, including complaints about treatment by other students, should be reported to the Student Affairs Office. Students should be aware that once a concern is reported, the complainant may be directed to take further steps or action to have the matter addressed. By reporting to the offices above, the student will be able to determine the appropriate steps to address their concerns."

Student concerns or complaints are handled in a professional manner. Discussion and problem solving of issues should be based on facts. Resolutions should acknowledge the satisfaction of all parties but must maintain the integrity of the Nursing Program. If a concern or complaint is not resolved with the DON Chair, students are encouraged to follow the chain of command.

Student Concerns or Complaints related to Admission, Progression, or Graduation

Issues/concerns related to deviations from the prescribed admission policies, progression policies, program of study, and graduation policies should be addressed first with the program director/coordinator followed by the DON Chair. If there is no resolution with the DON Chair, a letter can be sent to the Chair of the Nursing Graduate Committee (NGC). The following procedures will then be followed:

- The NGC Chair may request the student be present at the committee meeting if further clarification is needed,
- The student will receive a letter from the NGC regarding their decision on the request, and
- The student's request and the Committee's decision will be placed in the student's academic file and is final.

Student Concerns or Complaints related to Nursing Courses
Course concerns in a single course, such as the quality of instruction, fairness and equity in awarding grades should use the following procedures:

- If the issue concerns a single course, the student should make an appointment with the course faculty or course coordinator and attempt to come to an amicable resolution, and
- If the issue cannot be settled at the course level, an appointment should be made to discuss the issue with the program director/coordinator.
- If the issue cannot be settled at the director level, an appointment should be made to discuss the issue with the DON Chair.

Student Concerns or Complaints related to the Curriculum
Issues involving the curriculum, sequencing, and scheduling of courses should begin with an appointment with the program director/coordinator followed by the DON Chair.

Student Grievances
Issues that are not resolved within the Department of Nursing are processed further following the chain of command. Grievances related to grades are handled by the University Grade Appeal Committee. Refer to the current editions of the *Francis Marion University Catalog* and *Francis Marion University Student Handbook* for further information.

XVI. FEES & EXPENSES

Students are required to have all current fees paid by established deadlines to attend classes. The access to the Blackboard Learn system is linked to the financial aid department. Any student who is not in good financial standing for the current semester is advised to leave class, resolve the problem, and return upon receipt of current fees having been paid. Classes missed due to failure to pay fees are unexcused absences. Students found to be delinquent will be withdrawn from all courses. The Blackboard Learn system updates rosters every day.

Expenses Students May Expect
All students may expect to incur the following additional expenses: books and supplies, lab coats, watch with a second hand, name pin, several types of equipment (specific information provided to students by the graduate nursing program director/course coordinator), and travel to clinical sites. A car is necessary.

Financial Information
Contact the office of Financial Assistance at 843-661-1190 or by visiting the web site: "quick links" at http:/www.fmarion.edu.

XVII. GRADUATION POLICIES

Application for Degree
Graduate students are required to complete an application for degree with the Nursing Department, which is then forwarded to the Registrar. Refer to the *Francis Marion Catalog* for final deadline dates and fee requirements. All students are expected to attend the ceremony. Those students desiring to graduate in absentia should complete the appropriate information on the degree application.

Requirements for graduation and for the award of the Masters of Science in Nursing (MSN) degree and the Doctor of Nursing Practice (DNP) as follows:

To receive a graduate nursing degree from FMU a student must fulfill the following requirements (*FMU Catalog*):

- Complete the number of graduate hours and specific courses required in the student's approved program;
- Achieve a 3.0 cumulative GPA on all graduate courses; and
- Satisfactory completion of all the other requirements of the program, which includes completing all clinical hours successfully prior to graduation.

UNIVERSITY and GRADUATE POLICIES

- All University and Graduate polices apply to the graduate nursing programs.
- All warnings are cumulative and three (3) result in dismissal from the programs.
- All immunizations and BLS certifications must be kept up to date per the Graduate Nursing programs.

XVIII. STUDENT SERVICES

Americans with Disabilities Act (ADA)
If a student has a documented disability and requires special assistance or accommodation, they should contact the Testing, Counseling, and Special Services Center (Francis Marion University Student Handbook, current edition). Accommodations will be made with proper documentation from the Testing, Counseling and Special Services Center. The student must provide documentation to any or all course or clinical instructors of classes or clinical rotations in which the student would like to use the accommodations. If at any time during the semester the student's accommodation needs to be altered, the student will provide documentation from the Testing, Counseling, and Special Services Center.

Computer and Printing Access on Campus
FMU's Academic Computer Center and the Nursing Department Computer/ Student Lounge in the LNB are open to all enrolled students. Access to the laboratory may require a valid University ID Card. Students are required to supply their own external drives and printer paper. The software and documents available are copyrighted products and may not be reproduced, in part or in whole for any purpose. Students are required to follow all FMU policies about disk write rights, piracy, viruses, climate, and media when working in the computer lab. Printers are located throughout the FMU campus. See the current *FMU Catalog* for printing policies.

Student Health Services
Francis Marion University and the graduate nursing programs are committed to providing professional and cost-effective health care for its students through Student Health Services. Refer to the current edition of the Francis Marion University Catalog for additional information.

Student Life
All graduate students are eligible to participate in all student activities and organizations (*FMU Catalog*).

University Counseling and Testing Services
Student counseling and testing services are available to all students. Faculty may refer students to the center if behavioral indications warrant or they have documentation related to the Americans with Disability Act.

XIX. GRADUATE FACULTY AND STAFF

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