SCHOOL OF NURSING

Graduate Student Handbook

2017-2018

120 Mason Hall
Murray, KY 42071
270-809-2193

Updated August, 2017
Contents
School of Nursing Graduate Program Contact Information ......................................................... 4
About the School .......................................................................................................................... 5
Mission Statement ..................................................................................................................... 5
Overview of Graduate Nursing Program ............................................................................... 6
Graduate Outcomes: Advanced Practice-Doctor of Nursing Practice .................................. 9
School of Nursing Committees and Organizations ................................................................. 12
Sigma Theta Tau ....................................................................................................................... 12
Graduate Student Representation on Committees ................................................................. 13
University and School Policies and Procedures ................................................................. 13
   Academic Honesty Policy .................................................................................................. 13
   School of Nursing Grade Appeals Policy ................................................................. 14
   Unconditional vs. Conditional Acceptance to the Graduate Program ............................. 17
   Transfer Credit from Other Institutions ........................................................................... 17
   Progression Policy ........................................................................................................... 17
   Withdrawal Policy ............................................................................................................. 18
Degree Requirements ............................................................................................................. 19
Federal Traineeship Funding ................................................................................................. 20
   Course Attendance ......................................................................................................... 21
   MSU E-Mail Address ....................................................................................................... 22
   Accountability: Clinical .................................................................................................... 22
   Health Record .................................................................................................................. 22
Clinical Preceptor Appointment ............................................................................................. 23
   Qualifications .................................................................................................................. 23
   Contract Information ....................................................................................................... 23
   Faculty and Courses ......................................................................................................... 23
   Students ........................................................................................................................... 23
   Clinical Facilities and Preceptors ..................................................................................... 24
Protection of Human Participants .................................................................................................................. 25
Graduation .................................................................................................................................................. 26
Application for Degree .............................................................................................................................. 26
Commencement Ceremony - University Graduation ...................................................................................... 26
Recognition Ceremony – School of Nursing ................................................................................................. 26
Sample Curriculum Schema Post-master’s DNP with capstone timeline .................................................. 27
Sample Curriculum Schema NA .................................................................................................................... 28
Sample Curriculum Schema FNP .................................................................................................................. 30
VERIFICATION OF ACKNOWLEDGMENT AND ACCEPTANCE ..................................................................... 33
Introduction to Graduate Student Handbook

The purpose of the Graduate Student Handbook is to provide the student with the School of Nursing’s philosophy, overview of graduate education and procedures within the University and School, and pertinent information regarding the Doctor of Nursing Practice (DNP) program of study. The student handbook and the University’s Academic Bulletin are important documents and resources. It is the graduate student’s responsibility to be familiar with these materials. The policies in this handbook apply to all students admitted to the graduate program. The Graduate Committee and/or faculty reserve the right to make revisions as needed.

Graduate education offers the opportunity for personal as well as academic and professional growth. The faculty encourages you to become familiar with and participate in activities available to you in the School of Nursing and University community. What you receive from graduate education is dependent upon investiture of self.

The School offers the Doctor of Nursing Practice degree. The degree tracks are BSN-DNP and MSN-DNP. There are 2 specialty options for the BSN-DNP degree (Family Nurse Practitioner and Nurse Anesthesia).

The Dean of the School of Nursing is Dr. Marcia Blix Hobbs. Dr. Dina Byers is the graduate coordinator. Dr. Katy Garth is the Family Nurse Practitioner (FNP) specialty coordinator and Dr. Darlena Jones is the program director of the Baptist Health Madisonville/Murray State University, Program of Nurse Anesthesia.

School of Nursing Graduate Program Contact Information

Dina Byers, PhD, APRN, ACNS-BC 270-809-6223
217 Mason Hall
Murray, Kentucky 42071 dbyers@murraystate.edu
Graduate Coordinator

Katy Garth, PhD, APRN, FNP-BC 270-809-6669
312 Mason Hall
Murray, Kentucky 42071 kgarth@murraystate.edu
FNP Coordinator

Marcia Blix Hobbs, DSN 270-809-2193
120 Mason Hall
Murray, Kentucky 42071 mhibbs4@murraystate.edu
Dean
About the School

**Mission Statement**

The mission of the School of Nursing is to educate nurses at the undergraduate and graduate levels to meet the health care needs of society, provide leadership in nursing, and contribute to the body of nursing knowledge.

**Philosophy**

The philosophy of the School of Nursing incorporates professional nursing standards, “The Essentials of Baccalaureate Education for Professional Nursing Practice” (AACN, 2008), “The Essentials of Master’s Education for Advanced Practice Nursing” (AACN, 2011), and “The Essentials of Doctoral Education for Advanced Nursing Practice” (AACN, 2006) which support the mission and goals of Murray State University. It is the belief of the faculty that through this blending of academic and professional standards; nursing graduates exemplify characteristics of the MSU graduate and meet the appropriate program outcomes.

The philosophy and purposes of the School of Nursing are congruent with the mission and goals of the University. The mission and goals reciprocally support the faculty’s belief in a liberal education as basis for nursing practice.

The faculty view individuals as constantly evolving, holistic, culturally unique beings who have needs and who assign meaning to life. Each person has dignity, rights, worth and potential for reasoning, responsible behavior, and self-direction. Everyone has the right to competent health care that is congruent with these beliefs and needs. When a person functions at a maximum potential, one’s life is both meaningful and manageable. Health is determined by one’s perceptions of strengths and weaknesses.

Professional nursing is a scientific practice discipline that integrates and synthesizes theories from nursing, the physical and behavioral sciences and the humanities. Professional nursing involves a commitment to maximize the health of individuals, families, communities, and society and is practiced through interaction with individuals and groups in their respective environments. Professional nursing is guided by standards of practice to promote health and to diagnose and treat “human responses to actual or potential health problems,” and where recovery is impossible, to give support to individuals and families during the dying process (Social Policy Statement, 1980, p.9).
The professional nurse makes comprehensive assessments of individuals, families, and communities; uses the nursing process; and provides safe and quality nursing care. The professional nurse applies the research process to expand best evidence resulting in improved care. Professional nurses are accountable for their behavior, function independently and collaboratively, demonstrate professional values, recognize their limitations, and take responsibility for meeting personal and professional needs. The nurse provides leadership to advance the profession to meet healthcare needs of a culturally diverse society. It is expected that professional nurses communicate and collaborate effectively with individuals, families, and communities.

The teaching-learning process is regarded as a complementary process occurring between the teacher and the learner. Within this process, teaching creates an environment for learning and fosters a spirit of inquiry. Learning proceeds both independently and collaboratively toward the acquisition of expanded knowledge, attitudes, and skills that enrich the learner’s personal and professional life. The teaching-learning process occurs within an environment that supports flexibility in meeting the learning needs of students who enter the teaching-learning process with differing levels of previous education and diverse life experiences.

The learner is a self-directed, self-motivated individual with unique knowledge and life experiences. Learners grow and develop as they interact in the teaching/learning process. The teacher is a facilitator of learning, a clear communicator who shares professional knowledge and values, and one who exemplifies professionalism in nursing.

Overview of Graduate Nursing Program

The School of Nursing offers the Doctor of Nursing Practice (DNP) degree which is accredited through the Commission on Collegiate Nursing Education (CCNE). Murray State University is accredited by Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). In addition to CCNE and SACSCOC accreditation, the Nurse Anesthesia program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA).

The DNP is designed with a focus on evidence-based practice; quality improvement; health policy; ethics; and leadership, management, and organization of health systems. The DNP is designed for nurses seeking a terminal degree in nursing practice and offers an alternative to research-focused doctoral programs. Currently there are three options: BSN-DNP (Family Nurse Practitioner and Nurse Anesthesia specialties) and Post-Master’s-DNP.

The curriculum provides for acquiring knowledge of nursing theories, advanced clinical skill, and an understanding of rural clients/families and their environment. The further development of evidence based practice skills will enable the graduate to utilize a systematic approach in examining/exploring nursing problems and in advancing nursing knowledge.
The applicant must be formally admitted to the Graduate Program in Nursing. Requirements for admission for each option are noted on the following pages.

A limited number of students are admitted each year to the Graduate Program in Nursing. The graduate committee approves the admission criteria for the School of Nursing. Applications are reviewed by members of the graduate committee, qualified applicants will be invited for an interview, and final selection is made by the faculty. Students will be selected without regard to race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability as consistent with MSU’s Statement of Affirmative Action and Equal Opportunity.

**MSU’s Statement of Affirmative Action and Equal Opportunity**

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities.

In particular and without limiting the preceding and pursuant to and consistent with the requirements of Title VI of the Civil Rights Act of 1964 and its regulations 34 CFR 100 et seq.; Section 504 of the Rehabilitation Act of 1973 and its regulations 34 CFR 104; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq., and its regulations 34 CFR 106 et seq; and the Age Discrimination Act of 1975 and its regulations 34 CFR 110, Murray State University does not discriminate on the basis of race, color, national origin, sex, handicap, or age in its educational programs and activities. This non-discrimination in education programs and activities extends to employment and admissions and to recruitment, financial aid, academic programs, student services, athletics, and housing. Murray State is required by Title IX and 34 CFR part 106 not to discriminate on the basis of sex and the prohibition against sex discrimination specifically includes a prohibition of sexual harassment and sexual violence. Examples of prohibited sexual harassment and sexual violence can be found in the “Policy Prohibiting Sexual Harassment” which can be accessed via the link referenced in Appendix I.

For more information concerning the application of these provisions may be referred to: 1) the Executive Director of Institutional Diversity, Equity, and Access/ Murray State University Title IX Coordinator, Murray State University, 103 Wells Hall, Murray, KY 42071 Telephone: (270) 809-3155 Fax: (270) 809-6887; TDD: (270) 809-3361; Email: msu.titleix@murraystate.edu.
The School of Nursing requires that graduate students demonstrate a level of competence commensurate with the educational and experiential prerequisites for admission and progression in the program. Graduate students are required to maintain a current RN license, professional liability insurance as an advanced practice nursing student, immunizations, BLS certification, and tuberculosis (TB) testing. All students will be required to complete drug screening and background check upon admission to the program. Nurse Anesthesia students are required to have and maintain ACLS/PALS certification. Many institutions and facilities also require flu vaccine.

The student is responsible and accountable for communicating with his/her academic advisor on a regular basis, usually once per semester. Upon recommendation of the academic advisor, the student will:
1. Register for those courses for which he/she qualifies in accordance with the policies established by the University and School of Nursing and reported in the MSU Bulletin and the graduate curriculum schema;
2. Complete a program of study form at the beginning of the program; and
3. File the application for degree at the beginning of the semester in which the degree is to be completed.

Presentation of the Programs

The BSN-DNP program includes the Family Nurse Practitioner and Nurse Anesthesia specialty. The FNP is an advanced practice nurse who provides primary health care services to families across the lifespan. Emphasis is placed on health promotion and preventative care. The FNP is prepared to manage a wide range of acute and chronic health problems in a variety of settings.

The BSN-DNP program also includes the Nurse Anesthesia specialty. The Nurse Anesthetist is an advanced practice nurse who administers anesthesia and provides nursing care specific to anesthetic requirements across the lifespan in a variety of practice settings.

The MSN-DNP program is a program designed for advanced practice nurses seeking a terminal degree in nursing practice and offers an alternative to research-focused doctoral programs. The focus is on evidence-based practice; quality improvement; health policy; ethics; and leadership, management, and organization of health systems. Certification to practice advanced nursing is required by Kentucky law and is required by the School of Nursing.
Admission Criteria and Procedures

DOCTOR OF NURSING PRACTICE ADMISSION CRITERIA

POST MASTER’S –DNP

- Master’s grade point average of 3.5 on a 4.0 grading scale
- Completion of a Master of Science in Nursing degree from an accredited program
- Official transcripts from every college/university attended must be sent to Murray State University, Graduate Admission Office.
- CERTIFICATION:
  ALL students: Current Basic Life Support (CPR Certification)
  Nurse Anesthesia only: Current PALS and ACLS
  APRN Certification: Clinical Nurse Specialist (CNS), Family Nurse Practitioner (FNP), Certified Nurse Midwife or Nurse Anesthetist (NA)
- English Proficiency Requirements:
  If native tongue is not English the student must complete the Test of English as a Foreign Language internet-based test (TOEFL iBT)
- Three positive professional references (forms provided)
- Unencumbered licensure as an advanced practice registered nurse (APRN)
- Interview with Nursing Graduate Admissions Selection Committee

DOCTOR OF NURSING PRACTICE ADMISSION CRITERIA

BSN-DNP

- Undergraduate grade point average of 3.0 on a 4.0 grading scale
- Completion of a Bachelor of Science in Nursing degree from an accredited program
- Official transcripts from every college/university attended must be sent to Murray State University, Graduate Admission Office
- Three positive professional references (forms provided)
- Unencumbered licensure as a registered nurse (students will be required to obtain RN licensure in Kentucky or a compact state prior to starting classes)*
- Interview with the Nursing Graduate Admissions Selection Committee
- If applicant has been dismissed from or withdrawn from a graduate nursing program, he or she must provide a letter of good standing from all previously attended graduate programs
- Current Basic Life Support (CPR Certification)
- Submit proof of current immunizations and TB testing
• English Proficiency Requirements:

If native tongue is not English the student must complete the Test of English as a Foreign Language internet-based test (TOEFL iBT). The minimum requirements are as follows:

A minimum cumulative score of:
86 combined
AND minimum individual scores of:
26 in speaking
20 in writing
20 in reading
20 in listening

NURSE ANESTHESIA SPECIFIC REQUIREMENTS:
• Two (2) years critical care experience as a registered nurse (excluding orientation to the critical care unit) within the past 5 years and by the time of application
• Chemistry prerequisite: organic, inorganic, or biochemistry course
• Current PALS and ACLS
• Completion of CCRN or NIC certification exams preferred

* In addition students will be required to be licensed as an RN in any state in which they intend to complete clinical hours for the program.

ALL APPLICATION MATERIALS MUST BE SUBMITTED ON OR BEFORE THE APPLICATION DEADLINE

APPLICATION PROCEDURE

All applicants must submit the MSU application for graduate admission with official transcripts from each and all previous colleges attended to:

Graduate Admission and Registrar’s Office
Murray State University
B2 Sparks Hall
Murray, KY 42071-3312

There is an application fee that must accompany the MSU application.

All applicants must submit the School of Nursing’s application, immunizations, and recommendation forms to:

Murray State University
School of Nursing
Graduate Coordinator
120 Mason Hall
Murray, KY 42071-3302
Selected applicants will be invited for a formal interview with the Graduate Selection Committee.

Family Nurse Practitioner applicants: All materials (including recommendations) must be received by March 1.

Nurse Anesthesia applicants: All materials (including recommendations) must be received by November 1.

Applications submitted after the appropriate date will be considered on a space-available basis.

To check the status of applications, contact: Dr. Dina Byers at dbyers@murraystate.edu

**Graduate Outcomes: Advanced Practice-Doctor of Nursing Practice**

The DNP curriculum was developed based upon the *Essentials of Doctoral Education for Advanced Nursing Practice* (AACN, 2006).

1. Use information technology and evidence based methodologies to analyze data for application in health care delivery, program development, practice guideline development, and problem solving (Essentials I, II, III, IV).
2. Integrate knowledge from the sciences; ethics; and political, economic, and social issues in responding to challenges in health care (Essential V).
3. Assume a leadership role in an interdisciplinary environment to foster innovation in health care, effective communication, and enhanced patient outcomes (Essential VI).
4. Develop innovative approaches to improve health status and access to care for populations within a community of focus (Essential VII).
5. Demonstrate excellence as an APRN, providing evidence based care for diverse populations (Essential VIII).

**Accreditation Statements**

*Commission on Collegiate Nursing Education (CCNE) Statement*

The Murray State University DNP program is accredited by the Commission on Collegiate Nursing Education. Information about these programs may be obtained from the Commission on Collegiate Nursing Education, NW, Suite 530, Washington, DC 20036 or call 202-887-6791.
**Council on Accreditation of Nurse Anesthesia Educational Programs**

In addition to CCNE Accreditation, the Nurse Anesthesia program is accredited by Council on Accreditation of Nurse Anesthesia Educational Programs. The Nurse Anesthesia program is a collaborative effort between Baptist Health Madisonville and Murray State University. Information about these programs may be obtained from the Council on Accreditation of Nurse Anesthesia Educational Programs, 222 S. Prospect Avenue, Park Ridge, Ill. 60068-4001, Main Number: 847-655-1160, Fax: 847-692-7137, Email: Accreditation@coa.us.com

**Assessment**

**The Systematic Plan of Assessment and Review**

The Systematic Plan of Assessment and Review (SPAR) is available for students to inform them of the evaluation procedure used by the School of Nursing. A major piece of the plan is to measure student outcomes upon completion of the DNP degree. The SPAR outlines the area to be evaluated, person(s) responsible, review method, dates for implementation, documentation of review, and expected outcome. The SPAR data are reported to the Commission on Collegiate Nursing Education (CCNE), Council on Accreditation of Nurse Anesthesia Educational Programs, the University, and the Council of Post-Secondary Education in Kentucky. The SPAR tool is available for review in the School of Nursing office, 120 Mason Hall.

**School of Nursing Committees and Organizations**

**Nursing Alumni Association**

The Nursing Alumni Association was formed to promote the advancement of the interests of Murray State University and the School of Nursing and the fellowship among the alumni and former students of Murray State University’s programs in nursing. Membership includes all master’s, baccalaureate, and diploma graduates of Murray State’s School of Nursing and such non-alumni who by their interest and activity have distinguished themselves by their work for the University. By participating in the School’s Alumni Association students maintain contact and help their alma mater. The purpose of the Alumni Association is to inform the membership with the progress and needs of the School, and the Alumni Association helps represent the University. The Alumni Association encourages loyalty and closer bonds of fellowship among its alumni.
Sigma Theta Tau

Sigma Theta Tau International (STTI) is the international honor society for Nursing. Membership is by invitation to those candidates who have exhibited high scholarship and leadership abilities or strong evidence for the potential of these abilities. Delta Epsilon is the STTI chapter at Murray State University and was the first chapter established in Kentucky.

Delta Epsilon Chapter, Sigma Theta Tau International Honor Society for Nursing
http://www.nursingsociety.org/default.aspx

Graduate Student Representation on Committees

Students have the opportunity to participate in governance through committees in the School of Nursing and the university. Students are strongly encouraged to seek out these opportunities. Every effort will be made to accommodate schedules, commute time, etc. Student representatives may be elected by their classmates and/or accepted on a voluntary basis to serve on these committees. Graduate student representation is needed on the following committees:

- School of Nursing Graduate Committee
- School of Nursing Student Affairs Committee
- Academic Council, Graduate Studies Committee

University and School Policies and Procedures

Academic Honesty Policy

In addition to the current Academic Bulletin and Student Life Handbook, the nursing profession demands highly ethical behavior to protect the public good. Therefore, any confirmed dishonesty or unprofessional, unethical, or illegal behavior in the clinical setting or course work may result in failure of the course and/or dismissal from the program. Please see the University’s Policy on Academic Honesty (Academic Bulletin):
Approved by Board of Regents 6-1-12

Policy on Academic Honesty

Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students’ academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity.

Violations of Academic Honesty include:

- Cheating - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized communication of information by any means to or from others during any academic exercise.
**Fabrication and Falsification** - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.

**Multiple Submission** - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.

**Plagiarism** - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one’s own in any academic exercise, without due and proper acknowledgement.

Instructors should outline their expectations that may go beyond the scope of this policy at the beginning of each course and identify such expectations and restrictions in the course syllabus. When an instructor receives evidence, either directly or indirectly, of academic dishonesty, he or she should investigate the instance. The faculty member should then take appropriate disciplinary action.

Disciplinary action may include, but is not limited to the following:

1) Requiring the student(s) to repeat the exercise or do additional related exercise(s).
2) Lowering the grade or failing the student(s) on the particular exercise(s) involved.
3) Lowering the grade or failing the student(s) in the course.

**If the disciplinary action results in the awarding of a grade of E in the course, the student(s) may not drop the course.**

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integrity of the exercise has been compromised. Faculty also reserve the right to document in the course syllabi further academic honesty policy elements related to the individual disciplines.

A student may appeal the decision of the faculty member with the department chair/dean in writing within five working days. Note: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the office of Institutional Diversity, Equity, and Access. Any appeal will be forwarded to the appropriate university committee as determined by the Provost.

---

**School of Nursing Grade Appeals Policy**

In the event that a difference of opinion arises between students and faculty regarding the assignment of a course grade, the School of Nursing will follow the Murray State University grade appeals policy found in the MSU Academic Bulletin.

---

**From the Murray State University Academic Bulletin:**

**Grade Appeals Policy**

Murray State University recognizes that differences of opinion or interpretation may arise between students and faculty members regarding the assignment of course grades. The university
urges that a student first seek resolution through informal discussion with the appropriate faculty member. The following policy has been adopted as a formal avenue for the resolution of a student grievance or appeal, in the event that such differences cannot be resolved informally. The university recognizes the right of a student to present a grievance to an established committee and to have that grievance considered on its merit by an expeditious and orderly process. It should be noted that situations involving academic misconduct should be directed to the University Judicial Board.

Definitions:

Complainant: one who files a grievance, complaint or appeal within the scope of this policy.

Respondent: one against whom a grievance is filed.

Days: counted when classes or exams are scheduled, excluding Saturdays.

Faculty: all persons, whether full or part-time, who are responsible for, assist in, or administer the instructional program. (See Sec. 2.1 of the Faculty Handbook for a complete definition.)

Grievance: a written allegation or complaint that there has been a violation, misinterpretation, or improper application of existing policies, rules, regulations, practices, and/or procedures which a student believes to be unfair, inequitable, or a hindrance to that student’s effective performance.

Limitations. A grievance procedure must be initiated within the first twenty (20) days of the semester immediately following the semester or term during which the incident of grievance is alleged to have occurred, exclusive of summer session. Any special circumstance or request involving the time limitation set forth above will be considered and evaluated by the appropriate academic dean. Documentation of any revision of the time limitation will be included with the grade appeals form. Under no circumstances will an appeal of a grade be accepted after one year from the end of the semester in which the grade was received. A faculty member has the responsibility to retain all course material and/or records not left in the student’s possession which contribute to the final course grade. These materials must be kept for the 20-day period of the following semester during which a student may appeal a grade, or in the event of an appeal, until conclusion of the appeal process.

Procedures:

Step 1. Before a formal grievance may be filed with the Academic Appeals Board, the complainant should first seek resolution through informal discussion with the instructor.

In the event that the instructor is a teaching assistant, the faculty supervisor should also be present during these discussions.
Step 2. Should the matter not be resolved to the satisfaction of the complainant, informal discussion should be sought with the appropriate faculty. In the event that the faculty is the respondent of the grievance, informal discussion will be held with the academic dean.

Step 3. Should the informal discussions as outlined in Steps 1 and 2 not prove satisfactory to the complainant, informal discussion should be sought with the appropriate academic dean, if the dean has not been previously consulted.

Step 4. Once all means of informal resolution on the collegiate level have been exhausted, the complainant should present a completed grade appeals form to the Registrar within fifteen (15) days of the initial discussion with the instructor. Grade appeals forms are available in the registrar’s office and in the office of each collegiate dean.

Step 5. The registrar shall immediately forward the grade appeals form to the dean of the Academic Appeals Board who in turn will notify the faculty member/respondent that a formal grievance has been filed. The faculty member/respondent will be provided a copy of the completed grade appeals form.

Step 6. The dean of the Academic Appeals Board shall convene that committee within twenty (20) days of the receipt of the grade appeals form. (The Academic Appeals Board is defined in Section 1.6.3.1. of the University Committee System.) Prior to the hearing, both complainant and respondent may elect to choose an advisor for the purposes of collecting data and/or presenting that individual’s position to the board. Complainant and respondent have the right to be accompanied by their advisors during any open meeting of the board at which the board’s agenda includes that particular grievance. The board holds the prerogative to call for pertinent testimony from any party involved in the grievance, or any party whom the board believes could clarify the grievance.

Step 7. Unless an extension of time is sought by the board, the written recommendation of the Academic Appeals Board shall be forwarded to the provost for final disposition. Copies of the recommendation shall also be sent to the appropriate academic dean, the complainant, and the respondent, within ten (10) days of the completion of the hearing. Telephone notification to the complainant of the availability of the recommendation shall fulfill the terms of this requirement. The text of the recommendation and all pertinent testimony and gathered data shall be kept in confidence.

NOTE: If at any point in this process, the student alleges that actions have taken place that may be in violation of Murray State University Non-Discrimination Policies, this process must be suspended and the matter directed to the Institutional Diversity, Equity, and Access office.
Policy Related to Violation of KRS 314 Nursing Laws

Kentucky is a mandatory reporting state. The mandatory reporting requirement found in KRS 314.03(4) requires any nurse, employer of nurses or any person to report to KBN any possible violations of KRS Chapter 314, as set forth in subsections (4)(a) through (4)(k). Therefore, if a student is perceived to have violated KRS Chapter 314, the student will self-report to the Kentucky Board of Nursing (KBN). If the student declines to self-report, the faculty will report the known violation(s) to KBN. Link to KBN: http://www.lrc.ky.gov/Statutes/chapter.aspx?id=38813

Unconditional vs. Conditional Acceptance to the Graduate Program

Students who are accepted unconditionally have met the admission requirements. Students who are accepted conditionally are responsible for completing additional requirements as outlined by the School of Nursing and/or the University. Failure to do so may result in delayed progression or dismissal from the program. Upon completion of the nine hours of graduate work, a student admitted conditionally must have a 3.0 grade point average (GPA), or the student will be dropped from the graduate program.

Transfer Credit from Other Institutions

Students who request admission to Murray State University’s Doctor of Nursing Practice Program must be in good standing in previously and/or currently enrolled programs. Transfer credit will be evaluated individually, but in no case will more than 12 hours of credit from another graduate program be accepted toward the DNP degree requirements. No grade less than a B will be considered for transfer credit. Course syllabi, content outlines, official transcripts, and catalog descriptions may all be reviewed prior to acceptance of the transfer credit.

Progression Policy

The Progression Policy for the DNP program is as follows:
1. A student must maintain a cumulative GPA of 3.0.
2. If the semester GPA falls below a 3.0 in any given semester, the student will be placed on probation for the following semester. If the student fails to achieve a GPA (semester) of 3.0 or greater after the probationary semester, the student will be dismissed from the DNP program.
3. A grade of D or below in any required course will result in dismissal from the program.
4. Failure to maintain an active non-limited RN licensure will result in dismissal from the program.
5. Failure to maintain required immunizations, and certifications, and liability insurance may result in dismissal from the program.
6. Students who are dismissed for any reason are not eligible for readmission into the DNP program.
**Withdrawal Policy**

Graduate students who withdraw from the DNP program and then wish to return to the graduate program must reapply, going through the same competitive application process as other applicants. Credit for previous graduate coursework will be determined by the graduate coordinator and the specific specialty coordinator.

**Academic Advising**

Each student will be assigned to a faculty academic advisor upon admission to the program. It is the student’s responsibility to adhere to the following guidelines:

1. Communicate with academic advisor once per semester to discuss the academic plan;
2. Actively engage in the advising and learning process;
3. Keep the advisor aware of personal issues that impact the student’s academic performance;
4. Seek academic support as needed;
5. Utilize the student handbook; and
6. Keep scheduled appointments with academic advisor

Each faculty advisor will be assigned students based upon the specialty area program in which the student is enrolled. The academic advisor will:

1. Provide direction to each student through their program of study and completion of graduation requirements;
2. Refer the student to University resources as needed;
3. Encourage self-directed learning; and
4. Serve as a professional mentor

**Grading Scale**

The following grading scale is used in the School of Nursing:

A= 92-100  
B= 83-91  
C= 74-82  
D= 65-73  
E= below 65

**Grading Policy**

1. A cumulative test score average of 74% must be achieved in order for the student to pass a course.
2. When a course includes both didactic and clinical components successful completion of both components is required to pass the course.
Directed/Independent Study

The guidelines for directed/independent study are as follows:

- The student discusses the need for or wish to take a directed/independent study with his/her academic advisor. The student will then contact the faculty member with an idea. The faculty will explore the idea with the student and then evaluate the potential for awarding academic credit. If the proposal is valid, the student will complete an application identifying the area of study, the methods to be used, the objectives, and the evaluation methodology. Two copies of the form should be completed.
- The faculty reviews the application and approves or consults with the student in revising the proposed study. Revisions must be completed prior to faculty approval of the study.
- Approved directed/independent study applications will be forwarded to the Dean of the School of Nursing for approval.
- The student will be notified of the status of the proposed study. Documentation is then filed in the student’s record.
- Upon completion of the study, a copy of the application and an evaluation or summary of the work will be filed in the School of Nursing office and in the student’s record.
- Directed/Independent study may be taken more than once upon approval of the subject by the Dean.

Degree Requirements

FNP- 3 calendar years
NA- 3 calendar years
PM-DNP-2 calendar years

Criteria for awarding credit:

- One semester hour of credit requires 15 hours of lecture, discussion, or equivalent exclusive of the time devoted to final examinations.
- Clinical hours for the family nurse practitioner specialty are calculated based upon three hours of clinical are equivalent to one hour of lecture.
- Clinical hours for the nurse anesthesia specialty are calculated based upon the number of clinical cases completed. Please refer to the COA specific guidelines for completion of clinical cases.

Drug Testing and Criminal Background Check

Students entering the DNP program are required to submit a criminal background check and urine drug screen. This requirement is in addition to immunization records, CPR certification verification, TB skin test results, and liability insurance documentation. Students will submit the Urine Drug Screen and Background Check by using Verified Credentials. Instructions for submission have been emailed to students.

Be aware that if additional drug testing and/or a criminal background check are required for participation in any clinical rotation, the expense for the test and/or check must be paid by the
student. The particular types of tests and checks required, as well as the costs for them, are subject to change and beyond the control of the University or the School of Nursing.

If a student fails to pass a drug test and/or a criminal background check, he/she may be ineligible for enrollment in clinical courses, ineligible for graduation and therefore ineligible to continue in the School of Nursing. In addition, students must report such results to their licensure board and provide such documentation to the Dean or Graduate Coordinator.

It is the student’s responsibility to maintain eligibility for continued enrollment in the School, clinical, and licensure as a nurse. If for any reason, including failure to pass a drug test or criminal background check, a student becomes ineligible to complete the requirements of the program, the School of Nursing is not responsible.

Students who provide false information regarding drug use or criminal offenses in any documents relating to their attendance at the School of Nursing may be subject to immediate dismissal from the School. Failure to disclose correct information at any time also may be the basis for professional discipline by the licensure board and/or denial of licensure.

Identification Badges

All students MUST wear a Murray State University, School of Nursing identification badge. The badge must include your name, credentials (BSN or MSN), Murray State University, Graduate Student, and specialty. To ensure consistency, name tags are to be ordered through the MSU bookstore.

Please contact the MSU Bookstore for ordering information, Christie Dudley, 270-809-6993 or cdudley@murraystate.edu

Nurse Anesthesia students MUST wear identification badges from either Baptist Health Madisonville or St. Claire Medical Center.

Professional attire is expected at all times during clinical experiences.

Licensure

Registered nurse licensure without limitations in the state in which the student clinical experiences will take place is required. This means the student will need a Kentucky RN license and a license for any out-of-state clinical experiences.

Scholarships and Loans

Federal Traineeship Funding

The Advanced Education Nursing Traineeship (AENT) and Nurse Anesthesia Traineeship (NAT) allow the School of Nursing to award federal funding to graduate students who meet the established criteria to help curb their educational costs. A limited number of traineeships from the Division of Nursing, Health Resources and Services Administration (HRSA) are available to graduate students through the School of Nursing. These funds are
allocated through a strenuous grant review process and are not to be considered an automatic ongoing award. Students must not expect to receive or plan their educational budgets around this funding. The criteria for the awards are:

- the student’s permanent residence is in a Health Professional Shortage Area (HPSA) or Medically Underserved Area (MUA); and/or
- the student has signed a formal agreement to practice in a HPSA/MUA county following graduation;
- this is the student’s first master’s or doctoral degree; and
- the student is taking a minimum of 7 credit hours each semester in the year before graduation.

To be considered for the traineeships, students must complete the School of Nursing application for the AENT and NAT awards and sign an intention form agreeing to all the conditions. If any of the conditions is violated, the student is required to repay the award. Principal Investigator of the HRSA grant or the Graduate Committee recommends these awards based on consideration of the above criteria, student’s academic standing and post completion/graduation employment plans. Traineeships require good academic standing.

**Additional information regarding financial aid and scholarships:**

- Kentucky Board of Nursing awards Nursing Incentive Scholarships to Kentucky nurses pursuing ongoing education. These awards are competitive.
- Many specialty organizations, such as the American Cancer Society, American Association of Critical Care Nurses, and others provide such awards.

For assistance with applying for student loans and/or additional scholarship please contact MSU’s Financial Aid Office at: Murray State University 500 Sparks Hall, Murray, Kentucky 42071-3312 or msu.sfa@murraystate.edu or msu.scholarships@murraystate.edu, 270-809-2546 or 1-800-272-4678, ext 3.

**Library Resources**

Information about MSU’s library system can be found at: [http://lib.murraystate.edu](http://lib.murraystate.edu)

Students needing assistance with library usage may contact course faculty or the graduate coordinator for assistance. In addition, a research and instructional librarian partners with the students and faculty to provide assistance in using library resources. They may be reached at cvance4@murraystate.edu or 270-809-3760.

**Course/Clinical Policies and Procedures**

**Course Attendance**

Regular attendance in class, laboratory, clinical experiences and on-campus activities is expected. Anticipated absences should be reported to faculty prior to the absence. Unanticipated absences must be reported as soon as possible. Students absent from class must accept the responsibility to plan with the faculty for make-up work if allowed.
Web courses have attendance policies and clearly delineated course responsibilities of the student. Attendance is evaluated/graded via participation and communication. Web courses are not correspondence courses, and therefore, require active and consistent participation from students. For a three credit hour course, the student should expect to spend a minimum of three hours/week accessing the course on-line. This would be equivalent to three hours of lecture in a classroom setting. As in a course in a traditional classroom setting, additional time is required outside of class to do homework, readings, etc.

There are a specified number of clinical hours/cases that must be completed to meet requirements for the clinical courses. Regular attendance for clinical experiences is expected. In the event of an emergency and you are unable to attend clinical, notify the agency and your faculty as soon as possible. Refer to course syllabi for specific requirements for each class.

The faculty has the right to determine attendance policies and whether or not absences will affect course grade.

**MSU E-Mail Address**

The MSU Board of Regents has designated the MSU e-mail address as the official means of electronic communication between the university and the student. Therefore, students are to use their assigned MSU e-mail addresses and not their personal e-mail addresses.

**Accountability: Clinical**

Graduate students must carry malpractice insurance that provides coverage for an advanced practice nursing student and must be certified in CPR (BLS for FNP specialty; BLS, ACLS and PALS for NA specialty). Advanced practice students are held legally and ethically accountable for their actions. Additional requirements may be required by different institutions.

**Health Record**

Proof of current immunizations, TB testing, CPR, and professional liability insurance must be updated annually in the student’s file. The student must present this documentation prior to the first clinical/laboratory experience to the faculty.
Clinical Preceptor Appointment

Qualifications. Preceptors must be advanced practice nurses with a minimum of the appropriate master’s or doctoral preparation in nursing or a physician. Preceptors must have educational and experiential qualifications equivalent to those required for appointment to the faculty, School of Nursing, Murray State University.

Selection Process. Selection and validation of preceptors can require a great deal of time as legal contracts must be written and authorized from all parties involved. Therefore, students are encouraged to follow these guidelines:

1. Either the student or faculty may identify potential preceptors and clinical sites.
2. The faculty member reviews the curriculum vitae of the potential preceptor and determines suitability.
3. The faculty member provides potential preceptor with course description, objectives, and evaluation procedure.
4. The potential preceptor notifies the faculty member of his/her willingness to serve as a preceptor.
5. Necessary contracts are established between and among appropriate individuals and facilities by the University.
6. The student and/or faculty meet with the preceptor to arrange days and times of experiences and review objectives and evaluation procedures for the experience.
7. The student, preceptor, and faculty arrange mutually convenient times for conferences throughout the semester.

Students will not be allowed to complete clinical requirements in a site where there is a conflict of interest with regard to evaluating student performance. Examples of such conflicts may be, but are not limited to, assignment to a relative or close family friend, assignment to a site where the student is currently employed, and assignment to a preceptor who has a business or financial relationship with the student or is a family member of the student. However, MSN-DNP students may complete their capstone project/clinical residency hours at their place of employment provided the placement is approved by the student’s advisor and capstone committee.

Contract Information. Specific information is needed to initiate a contract for preceptorships and clinical experiences. Students are responsible for obtaining accurate information in a timely manner to facilitate this process and working closely with the School of Nursing administrative assistant. (This does not apply to Nurse Anesthesia students).

Evaluation

Faculty and Courses. All nursing courses and faculty will be evaluated by students each semester or more frequently at the discretion of the course instructor. Evaluation is a professional responsibility and should be given serious and honest consideration.

Students. Preceptors evaluate the student’s performance throughout the clinical experience. The faculty takes these evaluations into consideration when determining the grade and/or overall success in the course.
Clinical Facilities and Preceptors. Students evaluate clinical facilities and preceptors following the clinical experience. These evaluations are considered in clinical site and preceptor retention. Evaluation is a professional responsibility and should be given serious and honest consideration.

Scholarship and Service


All papers (and designated assignments by the faculty) must be completed using the current APA Style Manual. This may be purchased from the University Bookstore. Students are to adhere to copyright laws and clearly understand what is and is not plagiarism.

DNP Capstone Project Guidelines

Purpose: The DNP project is often referred to as a “Capstone” project. The Capstone project in NUR 909 should demonstrate synthesis and mastery of an advanced specialty within nursing practice by the graduate student. The purpose of the Capstone is to focus more on the clinical application and validation of evidence-based practice as compared to a dissertation, which is a research-based project. The aim of a DNP Capstone is to improve practice and/or patient outcomes; furthermore, it serves to lay the groundwork for future clinical scholarship. Students will submit the completed project for dissemination.

According to the Essentials of Doctoral Education for Advanced Nursing Practice, “One example of the final DNP product might be a practice portfolio that includes the impact or outcomes due to practice and documents the final practice synthesis and scholarship. Another example of a final DNP product is a practice change initiative. This may be represented by a pilot study, a program evaluation, a quality improvement project, an evaluation of a new practice model, a consulting project, or an integrated critical literature review. Additional examples of a DNP final product could include manuscripts submitted for publication, systemic review, research utilization project, practice topic dissemination, substantive involvement in a larger endeavor, or other practice project.” (October 2006, available at http://www.aacn.nche.edu/dnp/pdf/essentials.pdf, p.20)

Process: A two member capstone committee will be established to guide the student through the capstone process. The Capstone Director will be prepared at the doctoral level and will be determined by the Graduate Committee based on faculty expertise, experience in the student’s area or topic of interest and student input. The Capstone Director will serve as the committee chair and work with the student to select an appropriate Capstone project. Each student, with input from their Capstone Director, will identify one (1) expert clinical capstone clinical advisor in their chosen area of study to serve in a consultant role. The Capstone Clinical Advisor will be prepared at the graduate level and will provide the student with expert advice and clinical guidance while developing the Capstone project. The Capstone Advisor should be an expert in
the student’s focus area and willing to serve as clinical expert in collaboration with the Capstone Director. The clinical capstone advisor should have special expertise in the area of interest and may or may not be a member of the faculty in the School of Nursing. The student may consult additional person(s) to serve as expert advisors as they complete the Capstone project.

The individual topic, project details, and timeline will be approved by the Capstone Director with input from the Capstone Clinical Advisor. The student will set up meetings with his/her Capstone Director each semester. Frequency will be based on the recommendation of the director, the student’s individual needs, and his/her capstone progress. The Capstone Clinical Advisor will be asked to meet with the student and/or the Capstone Director when needed. The faculty Capstone Director will be accessible to the student via email, online, or face-to-face as needed to discuss progress. Students will be required to provide the Capstone Director with a summary of the meeting minutes.

**Criteria for Capstone scholarly project:** The final Capstone project should consist of a scholarly paper. The content of the paper will be determined in conjunction with the student’s Capstone Director.
Examples of scholarly projects include but are not limited to:
- Policy analysis or change
- Quality improvement project
- Translation of research into practice
- Design and evaluation of new care delivery models
- Design and evaluation of programs for patient or community-based populations
- Implementation and evaluation of evidence based practice guidelines
- Implementation and evaluation of innovative uses of technology in clinical Practice

Students are required to disseminate the Capstone project. Dissemination methods may include:

- A summary of the completed capstone project submitted to the capstone project committee at the completion of NUR 909 and one of the following;
- Poster presentation of the capstone project proposal at a profession conference as part of completion of NUR 909
- Podium presentation of the completed project at a regional, state, or national professional conference at the completion of NUR 909
- A submitted manuscript of the completed project to a peer reviewed professional journal at the completion of NUR 909

**Protection of Human Participants**

Any research or clinical scholarship involving the use of human participants needs to be submitted to the MSU Institutional Review Board (IRB) for approval. Application forms are obtained through the office of Sponsored Programs, 327 Wells Hall, and also on-line at:
It is the student’s responsibility to obtain the forms and complete and submit the paperwork to the Capstone Director. **Students may not collect data until approval is obtained from the IRB.** Students must complete all IRB forms (i.e. closure form, changes in protocol or consent form). If problems should occur during the process, the students should notify the Capstone Director and IRB.

**Graduation**

**Application for Degree**

Graduate students should complete an application for degree in the semester prior to the semester in which the degree is to be completed. Applications for degree are effective for one semester. If the degree is not completed on the date filed, the graduate student must reapply. The degree fee is paid when the student applies for the degree. Please refer to the MSU’s Academic Bulletin and/or web site for specific procedures.

**Commencement Ceremony - University Graduation**

Students are encouraged to participate in the commencement ceremony. Students who graduate in May or August participate in the May ceremony. Full academic regalia including Residential College stole and Sigma Theta Tau cords may also be worn.

**Recognition Ceremony – School of Nursing**

The Recognition Ceremony is held at the end of the spring semester. May and August graduates are expected to participate. During the ceremony graduate students will be formally awarded the Doctoral hood.

Dress for the ceremony is academic regalia. Appropriate regalia including the hood and residential college stole, is obtained at the University Bookstore several weeks prior to the ceremony. A representative from each DNP class will be selected to speak at the ceremony.

The recognition ceremony does not replace the university graduation ceremony. Graduates are encouraged to attend both recognition and graduation ceremonies.
### Sample Curriculum Schema Post-master’s DNP with capstone timeline

<table>
<thead>
<tr>
<th></th>
<th>Fall 1</th>
<th>Winter Intensive</th>
<th>Spring 1</th>
<th>Summer 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 900 Philosophy of</td>
<td>3</td>
<td>NUR 902 Ethics</td>
<td>STA 660 Biostatistics</td>
<td>NUR 903 Principles of Epidemiology</td>
</tr>
<tr>
<td>Science</td>
<td></td>
<td>in Nursing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 631 Evidence-Based</td>
<td>3</td>
<td></td>
<td>NUR 911 Clinical Residency I</td>
<td>NUR 911 Clinical Residency II</td>
</tr>
<tr>
<td>Practice</td>
<td></td>
<td></td>
<td>180 hrs3</td>
<td>180 hrs</td>
</tr>
<tr>
<td><strong>Capstone advisement:</strong></td>
<td></td>
<td></td>
<td>Capstone advisement: Begin IRB</td>
<td>Capstone advisement: Begin data</td>
</tr>
<tr>
<td><strong>Begin capstone idea</strong></td>
<td><strong>Review timeline</strong></td>
<td></td>
<td>proposal at the beginning of the</td>
<td>collection**</td>
</tr>
<tr>
<td><strong>formulation, create</strong></td>
<td><strong>Discuss proposal development</strong></td>
<td></td>
<td>semester must submit IRB proposal by</td>
<td></td>
</tr>
<tr>
<td><strong>timeline, develop</strong></td>
<td></td>
<td></td>
<td>April 1st</td>
<td></td>
</tr>
<tr>
<td><strong>committee, set</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>goals, begin</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>literature review</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>6</td>
<td>2</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td><strong>Fall 2</strong></td>
<td></td>
<td></td>
<td>6</td>
<td>20</td>
</tr>
<tr>
<td>NUR 906 Leadership/</td>
<td>3</td>
<td></td>
<td>NUR 909 Capstone</td>
<td></td>
</tr>
<tr>
<td>Management of Systems</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 911 Clinical</td>
<td>3</td>
<td></td>
<td>NUR 905 Health Care Policy</td>
<td></td>
</tr>
<tr>
<td>Residency III</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>180 hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Capstone advisement:</strong></td>
<td></td>
<td></td>
<td>Capstone advisement: Dissemination</td>
<td></td>
</tr>
<tr>
<td><strong>Continue data</strong></td>
<td></td>
<td></td>
<td>plan and final paper for Capstone</td>
<td></td>
</tr>
<tr>
<td><strong>collection and</strong></td>
<td></td>
<td></td>
<td>course</td>
<td></td>
</tr>
<tr>
<td><strong>begin data</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>analysis</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>6</td>
<td></td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>32</td>
</tr>
</tbody>
</table>
### Sample Curriculum Schema NA

<table>
<thead>
<tr>
<th>Fall 1</th>
<th>Winter Intensive</th>
<th>Spring 1</th>
<th>Summer 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 900 Philosophy of Science</td>
<td>3</td>
<td>NUR 902 Ethics in Nursing</td>
<td>2 NUR 603 Theory and Concept Analysis in Nursing</td>
</tr>
<tr>
<td>NUR 673 Pathophysiology in Advanced Nursing Practice</td>
<td>3</td>
<td>MAT 660 Biostatistics</td>
<td>3</td>
</tr>
<tr>
<td>NUR 901 Foundations of Advanced Nursing Practice</td>
<td>3</td>
<td>NUR 641 Advanced Nursing Assessment</td>
<td>4 NUR 903 Principles of Epidemiology</td>
</tr>
<tr>
<td>TOTAL</td>
<td>9</td>
<td>2</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 2</th>
<th>Winter Intensive</th>
<th>Spring 2</th>
<th>Summer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 631 Evidence-Based Practice</td>
<td>3</td>
<td>NUR 905 Health Care Policy</td>
<td>3 NUR 943 Advanced Principles and Practice of Nurse Anesthesia for Special Populations</td>
</tr>
<tr>
<td>NUR 642 Advanced Pharmacology</td>
<td>3</td>
<td>NUR 941 Basic Principles and Practice of Nurse Anesthesia</td>
<td>3 NUR 944 Advanced Pharmacology Nurse Anesthesia</td>
</tr>
<tr>
<td>NUR 940 Intro to Principles and Practice of Nurse Anesthesia Clinical hours: 24/week final 8 weeks of semester; 192/semester Theory/lab hours: 3/week</td>
<td>3</td>
<td>NUR 942 Clinical Physiology &amp; Anesthetic Applications I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 912 Capstone Residency</td>
<td>1</td>
<td>NUR 912 Capstone Residency</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>10</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Fall 3</td>
<td>Winter Intensive</td>
<td>Spring 3</td>
<td>Summer 3</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>NUR 906 Leadership/ Management of Systems</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 912 Capstone Residency</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 945 Clinical Physiology and Applications II</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 947 Principles and Practice of Nurse Anesthesia III</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>10</td>
<td>10</td>
<td>8</td>
</tr>
</tbody>
</table>

Total: 81 credit hours; fulfills the 1000+ clinical hour requirement
Revised Spring 2017
## Sample Curriculum Schema FNP

<table>
<thead>
<tr>
<th>Fall 1</th>
<th>Spring I</th>
<th>Summer I</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 900 Philosophy of Science WEB</td>
<td>NUR 603 Theory and Concept Analysis in Nursing WEB</td>
<td>NUR 630 Research in Nursing WEB</td>
</tr>
<tr>
<td>NUR 673 Pathophysiology in Advanced Nursing Practice WEB</td>
<td>MAT 660 Biostatistics WEB</td>
<td>NUR 903 Principles of Epidemiology WEB</td>
</tr>
<tr>
<td>NUR 901 Foundations of Advanced Nursing Practice WEB</td>
<td>NUR 641 Advanced Nursing Assessment WEB 90 CLINICAL HOURS</td>
<td></td>
</tr>
<tr>
<td>Winter Intensive NUR 902 Ethics in Nursing WEB</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Theory 2 hours</td>
<td>Clinical 2 hours</td>
</tr>
<tr>
<td>Total</td>
<td>11</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 2</th>
<th>Spring 2</th>
<th>Summer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 631 Evidence-Based Practice WEB</td>
<td>NUR 905 Health Care Policy WEB</td>
<td>NUR 933 Primary Care of the Family II TRADITIONAL</td>
</tr>
<tr>
<td>NUR 929 Intro to Primary Care 2 THEORY 2 CLINICAL 90 CLINICAL HOURS</td>
<td>NUR 932 Primary Care of the Family I CLINICAL 135 CLINICAL HOURS</td>
<td></td>
</tr>
<tr>
<td>NUR 912 CAPSTONE RESIDENCY 45 CLINICAL HOURS</td>
<td>NUR 912 CAPSTONE RESIDENCY 45 CLINICAL HOURS</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>11</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 3</th>
<th>Spring 3</th>
<th>Summer 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 906 Leadership/ Management of Systems/Quality Improvement</td>
<td>NUR 936 Advanced Primary Care Practicum 1 THEORY 4 LAB 180 CLINICAL HOURS</td>
<td>NUR 910 Clinical Residency 1 HOUR THEORY 5 HOURS LAB 225 CLINICAL HOURS</td>
</tr>
<tr>
<td>NUR 937 Primary Care III 2 theory 2 clinical 90 PRECEPTED CLINICAL HOURS</td>
<td>NUR 909 Capstone</td>
<td></td>
</tr>
<tr>
<td>NUR 912 CAPSTONE 45 CLINICAL HOURS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

| Total Credit Hours | 76 | Total Precepted Cl Hrs | 945 | Total Clinical Hrs | 1080 |
DNP Student Progress Review

This review must be discussed in a meeting between student and advisor and is to be completed within 30 days after the end of EACH SEMESTER. The form is signed by both and forwarded to the Graduate Coordinator who will review and file in the student’s formal record. Copies should be retained by student and student’s advisor.

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>Student M No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Admitted:</td>
<td>Year in Program:</td>
</tr>
<tr>
<td>Estimated Graduation date:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Benmarks for Progression</th>
<th>Date</th>
<th>Benmarks for Progression</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review date</td>
<td></td>
<td>Final proposal approved by committee</td>
<td></td>
</tr>
<tr>
<td>Determine final project subject</td>
<td>IRB application submitted &amp; approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Capstone committee in place</td>
<td>Dissemination plan in place</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Is student’s progress consistent with the Program of Study filed?  
   | YES | NO |
   | YES | NO | If no, what barrier, if any, has the student experienced in completing the plan of study? |

2. Has student chosen final project focus? If no, explain in item 6.  
   | YES | NO |

3. Is, full Student Advisory Committee in Place  
<p>| YES | NO |</p>
<table>
<thead>
<tr>
<th><strong>Name of Clinical Mentor:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>___________________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Name of Capstone Advisor:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Other, If applicable:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>___________________________________________</td>
</tr>
</tbody>
</table>

4. ATTACH updated student resume including the students clinical scholarship activities during the past year (e.g. complete citation of Publications and presentation, awards or honors, receipt of fellowships or grant, etc.)

4. Discuss and Attach student goals for the coming year (e.g. final project proposal, course work, manuscript options, etc.)

5. Overall Progress to date:

<table>
<thead>
<tr>
<th>☐ Exceeds Expectation</th>
<th>☐ Meets Expectation</th>
<th>☐ Approaching Goals</th>
<th>☐ Not meeting expectations</th>
</tr>
</thead>
</table>

*(If student is not meeting expectations action plan should be written below.)*

6. Action Plan/ Recommendations:

<table>
<thead>
<tr>
<th><strong>Signatures:</strong></th>
<th>____________________________</th>
<th>____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student/Date</td>
<td>Advisor/Date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Coordinator/Date</td>
</tr>
</tbody>
</table>
VERIFICATION OF ACKNOWLEDGMENT AND ACCEPTANCE
MURRAY STATE UNIVERSITY
SCHOOL OF NURSING

This page of the Graduate handbook is to be signed and will become part of your permanent record in the School of Nursing. Please mail signed original OR scanned copy form to:

Dr. Dina Byers, Graduate Coordinator
Murray State University
120 Mason Hall
Murray, KY 42071

I, _______________________________________, state that I have reviewed the Graduate Handbook and agree to abide by the policies and procedures set forth therein. I further agree to accept personal responsibility for maintaining the information and the School of Nursing is in no way responsible for issuing reminders regarding these policies and procedures.

________________________________________
Signature of Student

Date

8/2017