



 | NORTHWESTERN STATE

Doctor of Nursing Practice

Student Handbook

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Student Handbook

This student handbook is intended to provide students with information regarding Northwestern State University's College of Nursing's Doctor of Nursing Practice program's overall structure, policies, and guidelines. Links are included to faculty and administrative resources. Every effort has been made to make this handbook user-friendly. Students are encouraged to review the handbook carefully, and seek clarification from faculty and advisors when needed. This handbook is not a contract between Northwestern State University and the student, and the University reserves the right to amend or change the handbook without notice.

Additional sources of information are published in the most current edition of the University catalog at <http://registrar.nsula.edu/course-catalogs/> and Student Handbook at <http://www.nsula.edu/studenthandbook/>. Students are expected to be knowledgeable about these policies.

EQUAL OPPORTUNITY AT NSU

It has been, and will continue to be, the policy of NSU to be an equal opportunity employer. In keeping with this policy, the University will continue to recruit, hire, train, and promote into all job levels the most qualified persons without regard to race, color, religion, sex, or national origin. All personnel actions, such as compensation, benefits, transfers, layoffs, training, and education are administered without regard to race, color, religion, creed, sex, age, national origin, disability, or veteran status. The University is committed to providing access to educational programs, tuition assistance, and social and recreational activities for all students without regard to race, color, religion, creed, sex, age, national origin, disability, or veteran status. All employment decisions are based on job related standards and must comply with the principles of equal employment opportunity.

HELPFUL LINKS

There are helpful links woven throughout this handbook. Here is a list of links that might be helpful:

College of Nursing	http://nursing.nsula.edu
DNP Program	http://nursing.nsula.edu/doctor-of-nursing-practice/
Graduate School	http://graduateschool.nsula.edu/helpful-links-for-graduate-students/
Admissions	http://recruiting.nsula.edu/
Academic Calendars	http://registrar.nsula.edu/academic-calendars/
Student Email	http://www.nsula.edu/current-students/
Office 365	http://helpdesk.nsula.edu/
Moodle	http://moodle.nsula.edu/
MyNSU	https://my.nsula.edu/cas/login?service=https%3A%2F%2Fmy.nsula.edu%2Fpaf%2Fauthorize

PROGRAM INTRODUCTION

The Northwestern State University (NSU) College of Nursing (CON) Department of Graduate Studies and Research in Nursing offers the Doctor of Nursing Practice (DNP) degree for nationally certified advanced practice registered nurses seeking a practice doctorate. This selective admission program is offered online, with the primary administrative College of Nursing offices on the Shreveport Campus, 1800 Line Avenue, Shreveport, LA, 71101.

The DNP program curriculum is structured around the American Association of Colleges of Nursing (AACN) Essentials of Doctoral Education for Advanced Nursing Practice, and builds upon previous master's education of advanced practice registered nurses (APRN). Students will gain specialized competencies and expertise that prepare them to design and direct change in healthcare practice that improve patient and population outcomes, using modalities such as translational research, evidence based practice, and organizational/systems leadership. NSU's DNP program works specifically with improving the health of vulnerable populations.

MISSION AND VALUES

NSU is a responsive, student-oriented institution that is committed to the creation, dissemination, and acquisition of knowledge through teaching, research, and service. The University maintains as its highest priority excellence in teaching in graduate and undergraduate programs. NSU prepares its students to become productive members of society and promotes economic development and improvements in the quality of life of the citizens in its region.

NSU recognizes the value of all individuals and strives to create a climate in which faculty, staff, and students treat each other with dignity and respect in an effort to provide students with the opportunity to achieve success. The University's desire is to retain and graduate students who are satisfied with, and motivated and enriched by, the quality of education and services they receive at Northwestern.

The DNP program follows NSU's CON mission, serving the people of Louisiana and in so doing, improving the health of its citizens while advancing the mission of Northwestern State University through excellence in accessible undergraduate, graduate, and continuing education programs that are designed to assist individuals in achieving their professional goals as responsible and contributing members of their profession and society.

The CON values are excellence, respect, caring, teamwork, and professionalism. Teaching-learning at the doctoral level in nursing education is facilitated through the utilization of collegial relationships which focus on the dialogue between teacher and learner. The learner is viewed as a unique individual who brings to the learning situation a concept of self which includes a cluster of understandings, skills, values and attitudes which have personal meaning; the learner's activities are motivated by a drive to develop and enhance this perceived self. The most important function of the teacher is to facilitate the optimum conditions under which the learner is free to learn. Teaching-learning is an active process, requiring total involvement of both teacher and learner; it is a profoundly personal experience in which personal meaning is explored and discovered; and it is a social phenomenon, requiring dynamic interaction between teacher and learner. Faculty members believe this concept of teaching-learning is conducive to the development of self-direction and a sense of personal autonomy, which provide motivation for continued lifelong learning.

PURPOSE AND OBJECTIVES

The goals (purposes) of the DNP program are to:

- I. Provide advanced practice nurse leaders (APNLs) with expertise, specialized competencies, and advanced knowledge required for evidence-based nursing practice and mastery in an area of specialization within the larger domain of nursing.
- II. Prepare advanced practice nurse leaders (APNLs) to influence, design, direct and implement change in healthcare practice, education, and policy through the development of collaborative alliances to improve healthcare outcomes and decrease morbidity and mortality in vulnerable populations.
- III. Develop advanced practice nurse leaders (APNLs) who contribute to nursing's body of knowledge through professional development and scholarly inquiry into practice, processes, or outcomes which affect morbidity and mortality in vulnerable populations.

The DNP program objectives, also known as student learning outcomes (SLOs), are as follows:

The DNP Graduate student will:

1. Integrate nursing science with knowledge from ethics, biophysical, psychosocial, analytical, and organizational sciences as the foundation for the highest level of nursing practice.
2. Critically analyze health care delivery models based on contemporary nursing science and organizational and systems perspectives to eliminate health disparities and promote patient safety and excellence in practice.
3. Systematically appraise existing literature, outcomes of practice, practice patterns, systems of care, and health organizations to design and generate best practice evidence to improve practice and health care outcomes.
4. Utilize information systems technology to implement and evaluate healthcare resources, quality improvement initiatives, and programs of care that support practice decisions.
5. Advocate for health care policy which addresses social justice and equity in all health care settings.
6. Employ consultative and leadership skills to function on inter-and intra-professional multidisciplinary teams that work collaboratively to improve vulnerable populations' health outcomes.
7. Synthesize data relevant to clinical prevention and health promotion for individuals, aggregates, and populations to guide implementation of the highest level of nursing practice.
8. Demonstrate advanced practice expertise, specialized knowledge, and expanded responsibility and accountability in the care, management, and evaluation of individuals, families, and communities in a specialty practice area within the domain of nursing.

The DNP Essentials can be found at <http://www.aacn.nche.edu/publications/position/DNPEssentials.pdf>

CURRICULUM PATTERN

The curriculum pattern for the APRN to DNP degree consists of 6 consecutive semesters with a total of 38 credit hours. Course offerings are sequential and only offered during the semester indicated on the curriculum pattern. The practicum courses equal 60 direct clinical practice hours per academic hour. The curriculum pattern can be found at <http://nursing.nsula.edu/assets/DNP/DNP-Curriculum-Pattern.pdf>.

Curriculum pattern can also be found in Appendix A

Course Descriptions can be found in Appendix B

ADMISSION PROCEDURES AND REQUIREMENTS

Admission to the DNP program begins with admission to NSU's Graduate School. Please note that admission to the Graduate School does not imply admission to the DNP program. The DNP program is a selective admissions program.

The following materials must be submitted to NSU's Graduate School in Natchitoches:

- Completed application to Northwestern State University's Graduate School
- All academic transcripts, with cumulative graduate GPA of 3.00 or greater on a 4.00 scale
- Official GRE scores, combined verbal and qualitative score of 284 or greater. GRE information can be found at <http://www.ets.org/gre>
- Three letters of recommendation using DNP recommendation form found at <http://nursing.nsula.edu/assets/DNP/DNP-Recommendation-Form-7-10-14-acb.pdf> (Recommendations must include a (1) faculty (2) clinical, and (3) character reference)

The following materials must be submitted to NSU's CON DNP website repository, or via email to Dr. Connie Roppolo Hale (roppoloc@nsula.edu):

- Complete DNP Program Application found at <http://nursing.nsula.edu/assets/DNP/DNP-APPLICATION-updated2015.pdf>
- Proof of Unencumbered, unrestricted APRN license
- Verification of national certification as an Advanced Practice Registered Nurse
- Curriculum vitae
- One to two page paper, congruent with the DNP program objectives, describing the applicant's practice area of interest for the final scholarly project. The paper must be formatted with references and according to APA latest edition.

Additional requirements include proof of malpractice insurance and a health form submitted prior to beginning clinical courses. This can be found at <http://nursing.nsula.edu/doctor-of-nursing-practice/>. International students must have a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) if English is a second language, and meet all other University admission requirements for international students (International students should contact NSU's International Student office prior to applying for the DNP program to ensure University admission).

After acceptance to the Graduate School and review of the materials submitted to the College of Nursing, DNP applicants will be interviewed by a committee of DNP faculty. Once final selection is made, the applicants will be notified of acceptance or denial. Acceptance into the University Graduate School and all application materials are due by May 15th of each year. Interviews are scheduled in June, and the letters of acceptance will be emailed by July 15th. This process, complete with deadlines and links, can be found at <http://nursing.nsula.edu/doctor-of-nursing-practice/>

STUDENT REPRESENTATIVES

The views and opinions of graduate students are a valued and essential component in decisions regarding the DNP program. Each semester, a student representative is asked to serve on the DNP Program Curriculum Committee. Because the program is online, this student can interface with the

committee via electronic means, or other ways specified each semester. Any student interested in serving on this committee should contact the Graduate Director at roppoloc@nsula.edu

REGISTRATION

The nursing major code for DNP students is 901. Courses for the DNP program begin with NURG7000 and continue numerically through NURG7012. The curriculum pattern for the DNP is sequential, with the entry point being the Fall semester. Once accepted into the DNP program, students will receive a letter from the Graduate Director welcoming them into the program and giving specific instructions on registering for the first DNP courses, which are NURG7000 Scientific Underpinnings and NURG7001 Clinical Prevention and Population Health. Entry at any other point in the curriculum is reserved for DNP students who were already accepted into a cohort, and had to leave the program. These students must seek approval for re-entry into the program and curriculum from the Graduate Director. Academic calendars, fee schedules, and general registration information can be found at <http://registrar.nsula.edu/>.

TRANSFER OF CREDIT

A maximum of 12 credit hours may be earned at other institutions and transferred to NSU for inclusion of DNP program requirements. Three courses articulate in the Inter-Institutional Collaborative Agreement between Louisiana's Collaborating Universities and NSU. These courses are (1) Scientific Underpinnings for Practice, (2) Clinical Prevention and Population Health, and (3) Healthcare Policy: Analysis, Advocacy, and Transformation. Courses will only be accepted with grades of "B" or better. Other courses for transfer will be accepted at the discretion of the Graduate Director, and requests must be accompanied by course description and course syllabus. Application for request to transfer courses can be found at [Application for Transfer Graduate Credit](#).

GRADING SCALE

NSU's CON uses a 10 point grading scale. DNP students may not apply grades of "C" or lower to degree credit. Upon program completion, DNP students must have a cumulative grade point average of 3.0 to receive the DNP degree. Any course with a grade of "F" will result in dismissal from NSU's Graduate School. See the University Catalog at <http://registrar.nsula.edu/course-catalogs/>

PROGRESSION

The plan of study for DNP students is a sequential 6 semester curriculum plan. The entry point into the program is the Fall semester. Any departure from this plan of study must be approved by the Graduate Director. During the course of study, students must maintain active, unencumbered, unrestricted licensure and national certification as an APRN. Changes in licensure status should be immediately reported to the Graduate Director at roppoloc@nsula.edu. Failure to report encumbrances or disciplinary actions will result in immediate dismissal from the University.

To progress in the DNP program, students must obtain a "B" or better in all courses. No courses with a "C" or lower will be accepted toward the DNP degree. If a course must be repeated, the student must wait until the course is offered again. Approval to repeat a course or re-enter the curriculum pattern

must be granted by the Graduate Director. Any course with a grade of "F" will result in dismissal from NSU's Graduate School. See the University Catalog at <http://registrar.nsula.edu/course-catalogs/>

DNP students must successfully complete and orally defend a scholarly project. This process requires synthesis of current knowledge related to a healthcare or advanced nursing practice issue, integration of theory, and translation of scientific evidence to develop goals that focus on increasing clinical competency, improving system's leadership and inter-professional collaboration skills, and using information systems technology to improve healthcare quality and the health of identified populations. Students will plan, implement, and evaluate this project over the final three semesters of the DNP program.

The DNP is a practice doctorate and students must complete 1,000 post-baccalaureate faculty approved clinical hours during education. Clinical hours attained in the student's MSN program are included in the total 1,000 hours. Clinical hours are attained in the last three semesters of the DNP program during the practicum courses.

DISMISSAL

DNP students who lose unencumbered or unrestricted licensure as an APRN will be dismissed. Students who earn a grade of "F" in any graduate course will be dismissed. Further, students who violate any form of the Academic Honor Code will be immediately and permanently dismissed from the DNP program. Academic dishonesty infractions are defined in the University Catalog at <http://registrar.nsula.edu/course-catalogs/> under the Academic Regulations section.

GRADUATION

DNP students must complete all University requirements for graduation. Additionally, the student must complete all courses with a GPA of 3.00 or greater with no course grade lower than a "B," provide evidence of a minimum 1,000 hours post-baccalaureate clinical experience, present a satisfactory oral defense of their DNP scholarly project, be in good standing with the University, and attend commencement unless officially excused. All coursework must have been completed within 6 years of the date of graduation.

It is the responsibility of the student to apply for graduation. Students must apply online for graduation at <https://nsuconnect.nsula.edu:4445> according to the following published graduation deadlines:

- Final Day to apply for Summer Graduation – July 1
- Final Day to apply for Fall Graduation – October 1
- Final Day to apply for Spring Graduation – March 1

ONLINE ENVIRONMENT

Moodle

Moodle is the Learning Management System used by NSU. Moodle orientation can be found at <https://ensu.nsula.edu/moodle-orientation>. NSU also offers a student help desk called Student Online Support system (SOS) to help students with various online issues. SOS can be found at <http://helpdesk.nsula.edu/>.

Technological Requirements for Windows:

OS: 7 or later

RAM: 2GB or better

Hard Drive: 2GB of free space

Modem: Broadband

Browser: Microsoft Internet Explorer 10.0, Mozilla Firefox 30 or newer

Browser Settings: Java Runtime Environment (JRE) 1.8.0_05 or newer & Cookies enabled

Word Processor: Microsoft Word or alternative word processor that can save to the Rich-Text format

E-mail: Browser, Mobile Device

Communication: Webcam, Microphone (usually integrated with the Webcam)

Technological Requirements for Macintosh

OS: 10.7 (Lion) or later

RAM: 2GB or better

Hard Drive: 2GB of free space

Modem: Broadband

Browser: Apple Safari 6.0 or newer, Mozilla Firefox 30 or newer

Browser Settings: Java Runtime Environment (JRE) 1.8.0_05 or newer & Cookies enabled

Word Processor: Microsoft Word or alternative word processor that can save to the Rich-Text format

E-mail: Browser, Mobile Device

Communication: Webcam, Microphone (usually integrated with the Webcam)

Students should investigate back up computer access in the event of mechanical problems. While it is understood that mechanical problems occur, it is not a viable excuse for late assignments or missing exams.

WebEx

WebEx is a free to use tool that allows effective online training and courses. DNP faculty use WebEx to conduct live class sessions with online students for a more interactive learning environment. WebEx is also used to record "lectures" or presentations from your faculty to post in the Moodle shell so you can view the presentation at your convenience. Be sure when seeking out your online course that you are on nsula.webex.com. The following links are helpful in learning about WebEx:

WebEx Student tutorial: <http://ensu.nsula.edu/assets/PDFs/Moodle/WebexBasicsStudents.pdf>

WebEx Login: <https://nsula.webex.com/mw0401lsp12/mywebex/default.do?siteurl=nsula>

WebEx Technical Support: <https://ensu.nsula.edu/webex-technical-support/>

Online Communication

All students are expected to use their NSU email account when communicating with faculty, staff and students. When communicating online, it is important to be professional. Students are expected to be respectful of others' ideas, offer thoughtful, positive, constructive comments, and avoid using all capital letters, slang, or excessive punctuation in communications. Refer to classroom civility and netiquette guidelines for individual courses. The NSU student handbook found at

<http://www.nsula.edustudenthandbook/> outlines the Code of Conduct policies for NSU.

CONTACT INFORMATION

Office	Website	Address	Contact Information
NSU Graduate School	http://graduateschool.nsula.edu/	123 Caspari Hall Natchitoches, LA, 71497	Phone: 318-357-5851 Toll Free: 800-232-9892 Email: grad_school@nsula.edu
College of Nursing	http://nursing.nsula.edu/	1800 Line Avenue Shreveport, LA, 71101	Phone: 318-677-3100 Toll Free: 800-454-9567 email: nursing@nsula.edu
DNP Program	http://nursing.nsula.edu/doctor-of-nursing-practice/	1800 Line Avenue Shreveport, LA, 71101	Phone: 318-677-3100 Toll Free: 800-454-9567 Fax: 318-677-3127 email: nursing@nsula.edu
Financial Aid Office	http://financialaid.nsula.edu/	1800 Line Avenue Shreveport, LA, 71101	Phone: 318-677-3010 Email: nsufinaid@nsula.edu
Registrar's Office	http://registrar.nsula.edu/	Office of the Registrar Natchitoches, LA, 71497	Phone: 318-357-6171 Toll Free: 800-807-8849 Fax: 318-357-5823 email: registrar@nsula.edu
NSU Nursing Library	http://library.nsula.edu/shreveport-nursing-library/	1800 Line Avenue Shreveport, LA, 71101	Phone: 318-677-3007 Text: 318-210-7036 email: craigp@nsula.edu
Barnes and Noble College Book Store	http://nsula.bncollege.com/webapp/wcs/stores/servlet/BN_CBHomePage?storeId=58051&catalogId=10001&langId=-1	Shreveport and Natchitoches campuses	Shreveport Phone: 318-677-3047
Student Help Desk Student Online Support (SOS)	https://helpdesk.nsula.edu/Contact/	113 Eugene P. Watson Memorial Library Natchitoches, LA, 71497	Phone: 318-357-6696 Fax: 318-357-6480 email: E-mail Form

DNP COURSE POLICIES

General Expectations

The DNP is an online program, however, students may have to come to the Shreveport/Alexandria campus occasionally. An example of this would be to defend your scholarly project at the end of the program. Required visits to campus, however, will be limited with most presentations/interactions taking place online. Please make arrangements to attend class on campus, however, when required. Required dates will be posted on the course calendar at the beginning of the semester to allow for planning. You must check your NSU email at least weekly, preferably daily. If you email your instructor, include the course number and your name. Attachments should be in Microsoft Word (latest edition). Be specific with questions. If your question is not personal in nature, but is general and classmates may benefit from the answer, please post your question on the course forum so classmates who may have the same question can see the answer. Note, however, that the online environment of the DNP program does not preclude students from communicating with faculty on a one-on-one basis. Face to face meetings, phone calls, or personal communication with faculty, advisors, or Graduate Director are welcomed.

Emails will be answered usually within 48 hours not including weekends and holidays. Because we teach other courses and travel throughout the state, we reserve the right to extend the 48 hour time period, although this will be rare. It is possible that we will check email on the weekends and during holidays, although we do not promise to do so.

Assignments will be submitted via Moodle under assignment tab unless specified otherwise. Assignments are due by midnight on the due date. Late assignments are not accepted unless the instructor has been notified in advance of unusual circumstances. Points may be deducted, up to 10 points per day, if late assignment is accepted. Feedback on assignments will be within 2 weeks of the due date or sooner, unless there are extenuating circumstances. If this is the case, your instructor will inform you of this.

Course Participation

Students are expected to ***actively participate*** in courses. Students are also expected to complete Moodle modules within the time allotted. You are required to log-in into your courses and check announcements and assignments at least weekly and more frequently if directed by the course calendar and assignments. Northwestern State University's attendance policy states that if you stop actively participating in this course, the date of your last log-in will be considered your date of last attendance. Do not assume you will be dropped if you stop logging on. If you feel you cannot stay current with the work at hand, you must drop the course. You should withdraw prior to the last day designated to receive a W in order to avoid a poor grade. If, at any point during the semester, you exceed two full weeks without logging in (whether consecutive or not), you are subject to being dropped from the course for non-attendance or receive an F for non-completion.

Course Formatting

This course will present material in a modular format. Each module will contain the materials (or instructions where to find materials) that are needed to complete the module assignments. It is assumed you have the required text books for each course. Assignment instructions, grading rubrics for each assignment, and an assignment repository will be provided in each module. Use the grading rubrics and instructions to format assignments for maximum points. All assignments will be submitted

electronically, most through Turnitin to check for plagiarism. Each module also includes a module forum where you can post comments or ask instructions related to the information in that particular module.

UNIVERSITY POLICIES

Important University policies are outlined in the University Student Handbook and the University Catalog. The Handbook can be found at <http://www.nsula.edu/studenthandbook/> and the University Catalog can be found at <http://registrar.nsula.edu/course-catalogs/>. For your convenience, some policies are outlined below.

Dropping or Adding Courses

Students may drop and add courses on or before the seventh day of classes (see University Academic Calendar at <http://registrar.nsula.edu/academic-calendars/>). When a course is “dropped” it no longer appears on the student’s record, and fees for the class will be refunded or adjusted (See University Catalog at <http://registrar.nsula.edu/course-catalogs/>). After the seventh day of classes, and before the “last day to withdraw or resign from the University” (see the University Academic Calendar <http://registrar.nsula.edu/academic-calendars/>), a student can withdraw from a course online using NSUConnect at <https://nsuconnect.nsula.edu:4445>. **It is recommended you speak with an advisor before withdrawing from any course.** Some students are not allowed to withdraw from courses without prior approval (graduating seniors, international students, student-athletes, graduate students). Upon submission of the online request by the deadline posted in the University Academic Calendar, a grade of “W” is assigned to each course. Although “W” grades do not affect the grade-point average, excessive withdrawals reflect negatively on the student’s record, interfere with the student’s progress toward graduation, and may result in the loss of scholarships and other types of financial aid. Students should (see the Financial Aid Satisfactory Academic Progress Regulations in the University Catalog). Students who drop all courses they are registered in must officially resign from the University. Students must initiate the resignation process in the office of their academic dean by completing a resignation/cancellation form or log on at <https://nsuconnect.nsula.edu:4445>. A student may resign from the institution with grades of “W” prior to a date specified in the official University Academic calendar. Again, **it is recommended you speak with an advisor before withdrawing from any course.**

Students with Disabilities

It is the policy of NSU to accommodate students with disabilities, pursuant to federal law, state law, and the University's commitment to equal educational opportunities. Any student with a disability who needs accommodation, for example, in seating placement, in arrangements for examinations or other disability-related issues, should inform the instructor at the beginning of the course. Students with disabilities are encouraged to contact the Office of Disability Support: **234 Friedman Student Union; 357-4460.**

Academic Honesty

Academic dishonesty is defined as the following: 1) acquiring or using a published test bank, 2) copying from another student’s test, paper or computer file, 3) using unauthorized materials during a test, 4) collaborating during a test with any other person by giving or receiving information without authority, 5) stealing, buying, or otherwise obtaining non-administered or unauthorized tests, 6) selling or giving away non-administered or unauthorized tests, 7) bribing anyone to obtain information about a test, 8) substituting for another student or permitting another person to substitute for oneself to take a test, 9) submitting as your own, in fulfillment of academic requirements, any work prepared totally or in part by

another, 10) supplying to another student any theme, report, or other work for use in fulfilling academic requirements, 11) plagiarism, defined as the use of another person's work and the unacknowledged incorporations of that work in one's own work that is offered for credit, and 12) duplicity, defined as offering for credit identical or substantially unchanged work in two or more courses without approval. Academic dishonesty will result in one of the following disciplinary measures to be decided by the course instructor: 1) verbal/written warning, 2) conference with department chair or dean, 3) reduction of test/course grade to an "F". A student may subsequently be referred to Student Conduct and be placed on probation, suspended, expelled or forced to withdraw from Northwestern as a result of academic dishonesty. Refer to the section in the Student Handbook concerning Academic Infractions and Sanctions for Academic Misconduct.

Consult the student handbook <http://www.nsula.edu/studenthandbook/> OR the University Catalog <http://registrar.nsula.edu/course-catalogs/> under Academic Honor Code for further information.

****Please note that any violation of the Academic Honor Code will result in dismissal from the DNP program and NSU's Graduate School****

Classroom Civility

Northwestern State University students, staff, and faculty are expected to create an environment that promotes academic excellence, personal dignity, mutual respect, and individual responsibility in both face-to-face and electronic educational settings regardless of the content of the ideas and opinions being shared. Ideas and opinions that are controversial or in opposition to others are welcomed in the NSU environment, and this policy shall not be used to prohibit the sharing of controversial or unpopular ideas or opinions but merely to call for civility when idea and opinion sharing.

All members of the NSU community have the right to a safe environment free of disturbances and civil in all aspects of human relations. Whether in a face-to-face or online classroom, students who engage in disruptive or abusive discourse or actions may be removed from the class and subject to disciplinary sanctions. In on-campus classrooms, students who speak at inappropriate times, take frequent breaks, interrupt the class by coming to class late or leaving early, engage in loud or distracting behaviors, use cell phones or other noise-making devices, wear headphones, are distracted with computers or other electronic devices, are verbally abusive, display defiance or disrespect to others, or behave aggressively toward others during the class period may be removed from the class and may be subject to disciplinary action under the Northwestern State University Student Code of Conduct (Articles IV Infractions and VII Sanctions).

Social Networking

Students who meet on **social networking sites** and who choose to discuss NSU faculty, other students, courses, or NSU in general are expected to conduct themselves in a civil and professional manner. If students should conduct themselves in a verbally abusive, disrespectful or aggressive manner while posting to public forums of any kind and it comes to the attention of NSU faculty or staff, said students may be asked to leave the class and may be subject to disciplinary action under the *Code of Student Conduct and Sanctions* (Article VII Sanctions).

Access to Educational Records

In accordance with Northwestern State University's Policy on Family Educational Rights and Privacy Act, information about a student generally may not be released to a third party without the student's written permission. Exceptions under the law include state and federal educational and financial

institutions, and law enforcement officials. The policy also permits the student to review their educational records and to challenge the contents of those records.

Drug Policy

NSU conforms to all local, state and federal laws regarding the illegal use of alcohol and other drugs on campus or during university sponsored events. The College of Nursing believes that substance abuse is a danger to the well-being of faculty/staff, students, health agencies, employees and clients.

Therefore, to insure public and professional trust, safety, and to insure fitness for duty, the unlawful and/or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment, consumption, promotion or sale of alcohol, illegal drugs, and legal drugs obtained illegally, controlled substances, or designer drugs by students will not be tolerated. Individuals found to have committed such infractions shall be subject to sanctions including suspension or dismissal from the CONSAH/University.

The College of Nursing drug policy (Appendix C) supersedes the policies published in the current *NSU Student Handbook*. This College of Nursing policy reflects additional requirements for health care professionals. The Dean of the CONSAH or her designee authorizes drug or alcohol testing of students.

In addition to the College of Nursing drug policy, the DNP program administration reserves the right to conduct random drug testing.

No Smoking Policy

Tobacco use is prohibited on all Northwestern State University campuses. The smoke-free policy covers all interior spaces on Northwestern State University campuses, properties, leased or operated by the university, all campus housing, indoor and outdoor athletic facilities, vehicles owned or leased by the university and personal vehicles on the Northwestern State campus whether they are moving or parked. The policy will apply to Northwestern State faculty, staff, students and visitors to campus including contracted personnel, contractors and vendors. The policy applies to all university events and events held in university facilities. Those who violate the policy are subject to a fine.

Policy on Research of Human Subjects

Research is promoted by the University as is the involvement of the University community including students in research programs and activities. During a student's experiences at NSU, he or she will have various opportunities to participate in assessment, measurement, and testing programs like focus groups, surveys, tests, and interviews. Some of these will be optional and voluntary while others will be mandatory. The University encourages cooperation and participation in such programs and activities. Many times such programs allow for opinions to be expressed, services to be improved, funds reallocated, and other institutional change.

When human beings are used as subjects in research projects, safeguards must be established to protect their health, well-being, and rights. Under the policies established by the United States Department of Health and Human Services (HHS), this protection is extended to all human subjects regardless of the nature of the research being performed. In response to this policy Northwestern State University established the Committee on the Protection of Human Subjects in Research to review all research proposals involving human subjects. University policy requires that all research proposals for which data is to be collected from human subjects shall be submitted to this committee to determine whether an exemption applies or whether a review is required.

It is the responsibility of the faculty member to assure compliance with this policy in research conducted by either a student advisee or the faculty member. In 1981 the HHS revised guidelines and exempted certain forms of research involving subjects from review. These forms of research are as follows: *Common Education Practices* Research involving regular or special instructional strategies, or research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom methods. *Educational Testing* Research involving the use of educational tests (cognitive, diagnostic, aptitude, and/or achievement) if information taken from these sources is recorded in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

Survey & Observation

Any research involving survey and observation is exempt except where any one of the following exists: (a) subjects can be identified either directly or indirectly; (b) subject responses if they become known outside the research could place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing or employability; or (c) the research deals with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol.

*All research involving survey or interview procedures is exempt, without exception, when the respondents are elected or appointed public officials or candidates for public office.

Further information on the Protection of Human Subjects can be found at the Institutional Review Board (IRB) page at <http://graduateschool.nsula.edu/human-subjects-institutional-review-board-irb/>

Student Complaints

Northwestern State University recognizes a student's need to express grievances during the college experience. The Dean of Students Office functions to assist students in lodging and resolving such complaints. Students may contact the Dean of Students Office to file a written complaint and/or for assistance in filing complaints.

Northwestern State University students who wish to lodge a written complaint about an employee of the institution (faculty or staff), another student, policies and procedures, harassment, bullying, sexual harassment, equal access or other complaints, should contact the Dean of Students at deanofstudents@nsula.edu. Ordinarily, complaints against students or student organizations follow Article V of the Student Code of Conduct and complaints against employees of the university or its agents follow the Student Grievance Procedure found in Appendix I in the Student Code of Conduct. Students should seek clarification from the Dean of Students Office when filing a complaint.

Student Complaints may be categorized as follows:

- (1)** Complaints about an employee (faculty or staff) of the institution (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct).
- (2)** Complaints about another student or organization (See Article V of the Student Code of Conduct).
- (3)** Complaints against a department (its policies or procedures) (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct).
- (4)** Complaints of sexual harassment against an employee or another student and all student related Title IX complaints (See the Northwestern State University Sexual Misconduct Policy).
- (5)** Complaints of harassment or bullying by a student or student organization (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct); complaints of bullying or harassment by faculty or staff (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct).
- (6)** Complaints about equal opportunity access (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct).

(7) Other complaints not included above (Contact the Dean of Students).

The Dean of Students realizes that in certain situations, it is inappropriate for students to meet with the person against whom they wish to lodge a complaint. In such cases, the Dean's Office may act as a liaison or assist the student in meeting with the person or that person's supervisor. Complaints may be formal (written grievances) or informal. Whatever the circumstances, the Dean of Students will assist students in the process of filing complaints. NSU strives to maintain the confidentiality of the parties involved in the grievance process. However, in cases of sexual misconduct, the institution will comply with the Department of Education guidelines and investigate reported incidences.

Student Appeals

Student Appeals are not considered complaints. However, Northwestern seeks to allow students to appeal University policy and decisions when the student believes she/he has experienced unusual circumstances which may be out of their control or when the student believes the University failed to follow policy. Students may seek assistance at any time from the Dean of Students.

Student Appeals are categorized as follows:

- 1. Admission Appeals (to determine if student may have an exception).**
- 2. Admission Access Appeals (to allow registration with balance).**
- 3. Grade Appeals/Registration, Credits and Graduation (to change grades, issue credit).**

Graduate students who receive grades they believe do not reflect the quality of their work may appeal these grades within 120 days following the academic period in which the grades were earned. The procedure for appeal is as follows:

- (1)** The student should consult the instructor to see if an understanding can be reached. The student is entitled to an explanation as to how the grade was determined and to examine any tests, papers, or other information pertinent to the appeal.
- (2)** If the conference with the instructor is not satisfactory, the student should secure a Grade Appeal Form from the Dean of the Graduate School. The student may discuss the grade appeal informally with the Dean of the Graduate School if the student so desires.
- (3)** In filing a formal appeal, the student should complete the appeal form, (a) stating the nature of the appeal, (b) providing a detailed description of the justification, and (c) requesting a specific action. Since the written appeal will be the basis for the ultimate decision, the student should ensure that it is clear, complete, and inclusive of all documentation the student wishes to have considered in the appeal process. It is the student's responsibility to present written evidence that the instructor made an error or acted arbitrarily or capriciously in assigning the grade.
- (4)** The student should submit the completed appeal form to the instructor for review. If a solution is not found, the instructor should provide a written response to the student's appeal, providing documentation as to how the grade was determined. The instructor's response should include a copy of the course outline or syllabus provided to the student's class at the beginning of the semester or term.
- (5)** After having met with the instructor and obtaining his or her written response to the appeal, the student may submit the form to the head of the academic department that owns the course. Following a review of the student's appeal and the instructor's response, the department head or dean of the college should provide his or her written opinion of the appeal along with any additional, pertinent information.

(6) If the student is unsatisfied with the opinion of the Department Head or Dean of the college, he or she may submit the appeal to the Dean of the Graduate School. The Dean of the Graduate School would make a decision which would be final, or refer the appeal to the University Graduate Council for review and recommendation. The Council's report would be a recommendation to the Dean of the Graduate School, whose decision would be final. The Dean of the Graduate School will notify the student of the final decision.

4. Financial Aid and Scholarship Appeals (to maintain aid due to drop in GPA) Financial Aid Appeal and Scholarship Appeal.
 5. Residency Appeals (to waive out of state tuition) Residence Status Appeal.
 6. Auxiliary Services Appeals (to waive on campus living & food service requirements) Off Campus Living and Food Exemption www.nsula.edu.
 7. Parking and Traffic Appeals (to waive tickets or fees) Appeals Process for Moving and Parking Tickets.
 8. Disciplinary Appeals (to overturn sanction in conduct hearing).
- All student appeals are reviewed by committees at the last level of the appeal. However, in some cases, appeal may originate and be resolved with individual employees.

Sexual Harassment

NSU is committed to eliminating sexual misconduct in our community, advocating for students who have experiences sexual assault or harassment, and respecting the legal rights of both complainants and respondents. Misconduct involving sexual assault, sexual harassment, domestic violence, dating violence, stalking, a hostile environment caused by sexual harassment, sexual exploitation, coercion, retaliation, intimidation, sexual consent, and discrimination based on sexual orientation, gender identity or gender expression should be reported to the Dean of Students (318) 357-5286.

Also, hate crimes, including those based on gender identity or national origin, should be reported. The offenses listed above are prohibited by the University. Information about conduct infractions and sanctions (Articles IV and VII of the Student Code of Conduct) are available on the NSU webpage at <https://www.nsula.edu/studenthandbook/>.

Reporting and Assistance: NSU strongly advocates reporting sex discrimination, sexual assault, intimate-partner violence, or sexual harassment. If a student discloses an incident they will learn options for assistance, such as health and wellbeing counseling, residence and class accommodations, and options for filing complaints or criminal charges. Disclosure to University personnel will not obligate the complainant to file a grievance or criminal charge, nor will it subject the complainant to scrutiny or judgmental opinions.

Students have two options:

1. Reporting to Dean of Students (318) 357-5286 or University Police (318) 357-5431.
For emergencies or a 24/7 Confidential Advisor, please call University Police.
2. Confidential Disclosure to Campus Counselor (318) 357-5621 or Confidential Advisor (318) 357-5570.

For a comprehensive list of parish-wide resources for assistance, please visit <https://www.nsula.edu/notalone/>.

Confidentiality: All reporting of sex discrimination and sexual misconduct is treated as confidential to the greatest extent possible; the privacy of all individuals involved is important to the Northwestern State University. In most situations, only individuals involved in the resolution of the situation will have access to the information about the case. If there is a risk of the alleged perpetrator committing additional crimes, if a student is in immediate danger, or if there has been expressed intent to harm

others, or other risks such as involvement of a weapon or the age of the students involved, the University may determine that it is necessary to compromise the level of privacy provided. For more information and assistance in case of sexual assault or harassment, please see the Dean of Students *NSU: Not Alone* webpage: <https://www.nsula.edu/notalone/>.

Title IX Statement

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. NSU is committed to equal opportunity for student success by providing access to educational programs, tuition assistance, and social and recreational activities for all students without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, pregnancy or parenting status, veteran status, or retirement status.

DNP ADMINISTRATIVE FACULTY

<p>Dr. Dana Clawson Dean Phone: 318-677-3100 Fax: 318-677-3127 roed@nsula.edu</p>	<p>Dr. Pamela Simmons Senior Director Phone: 318-677-3100 Fax: 318-677-3127 simmonsp@nsula.edu</p>	<p>Dr. Connie Roppolo Hale Director of Graduate Studies Phone: 318-677-3100 Fax: 318-677-3127 roppoloc@nsula.edu</p>
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DNP FACULTY

<p>Dr. Katheryn Arterberry Phone: 318- 677-3085 Fax: 318-677-3068 arterberryk@nsula.edu</p>	<p>Dr. Winde Chambers Phone: 318-677-3090 Fax: 318-677-3068 chambersw@nsula.edu</p>	<p>Dr. Kandace Landreneau Phone: 318.677.3079 Fax: 318-677-3068 landreneauk@nsula.edu</p>
<p>Dr. Jaime Panton 318- 349-5856 Fax: 318-677-3127 pantonj@nsula.edu</p>	<p>Dr. Robyn Ray Phone: 318-769-7908 Fax: 318-769-7683 rayr@nsul.edu</p>	<p>Dr. Debra Shelton Phone: 318-677-3052 Fax: 318-677-3068 sheltond@nsula.edu</p>

PART-TIME DNP FACULTY

<p>Dr. Debra Clark Phone: 318-677-3100 Fax: 318-677-3127 clarkd@nsula.edu</p>	<p>Dr. Margaret Cochran Phone: 318-357-4575 Fax: 318-357-5908 cochran@nsula.edu</p>	<p>Dr. Tammy Curtis Phone: 318-677-3067 Fax: 318-677-3068 curtist@nsula.edu</p>
<p>Dr. Donald Johnston Phone: 318-677-3078 Fax: 318-677-3068 johnstond@nsula.edu</p>	<p>Dr. Geneva Caldwell Phone: 318-677-3100 Fax: 318-677-3127 caldwellm@nsula.edu</p>	

APPENDIX A

APRN to DNP Curriculum pattern

1st year:

Year 1	Semester One	Credits	Semester Two	Credits	Semester Three	Credits
	NURG 7000 Scientific Underpinnings for Practice (knowledge development and mid- range theories)	3	NURG 7002 Clinical Scholarship (includes translation of research, analytical methods for EBP, and informatics)	3	NURG 7004 Organizational Theory and Systems Leadership (includes inter/intra professional collaboration)	3
	NURG 7001 Clinical Prevention and Population Health (risk reduction and population health outcomes)	3	NURG 7003 Bio-Statistics	3	NURG 7005 Information Systems Technology (to improve and transform health care)	3
Semester Total		6		6		6

2nd year:

Year 2	Semester Four	Credits	Semester Five	Credits	Semester Six	Credits
	NURG 7010 DNP Scholarly Project Practicum I	3	NURG 7011 DNP Scholarly Project Practicum II	3	NURG 7012 DNP Scholarly Project Practicum III	3
	NURG 7006 Epidemiology	3	NURG 7007 Healthcare Policy: Analysis, Advocacy, and Transformation (includes social justice and ethics)	3	NURG 7009 Global Healthcare Advocacy and Transformation	3
			NURG 7008 Genetics	2		
Semester Total		6		8		6

Total Credit Hours: 38

Total Program Clinical Hours: 1,000 post baccalaureate clinical hours (Students will be given credit for graduate practicum hours earned in their respective formalized MSN APRN Education Program)

APPENDIX B

DNP Course Descriptions

NURG7000: Scientific Underpinnings for Practice (3-3-0)

Integrate nursing science with knowledge from ethics, biophysical, psychosocial, analytical and organizational sciences as the basis for translation of nursing theories and concepts into the highest level of nursing practice. (Essential I, VIII; SLO 1, 3, 7, 8)

NURG7001: Clinical Prevention and Population Health (3-3-0)

Analyze concepts related to health promotion and risk reduction for individuals, families, and communities. Evaluate population health outcomes through analysis of epidemiological, environmental, occupational, cultural and socioeconomic data. Integrate cultural competency and epidemiological concepts into healthcare delivery to improve population health (Essential II, VII, SLO 2, 3, 4, 5, 6, 7, 8)

NURG7002: Clinical Scholarship (3-3-0)

An advanced overview of analytic methods to interpret and evaluate research with a focus on integrating and applying evidence based knowledge to solve practice problems. Course content include discussion of qualitative and quantitative methodologies, study designs, sampling and measurement methods, critical appraisal, and methods for evaluating and improving clinical practice outcomes. (Essential I, III; SLO 2, 3, 4, 6, 7, 8)

NURG7003: Biostatistics (3-3-0)

Overview of advanced statistical concepts and methods utilized in clinical research studies. Includes discussion of statistical methods, assumptions, and procedures used to analyze and interpret biostatistical data as it relates to individual, aggregate, and population health issues. Course content will also include statistical interpretation of research articles, data management, data interpretation, and an overview of univariate, bivariate and multivariate statistics. (Essential I, III, VII, VIII; SLO 1, 3, 7, 8)

NURG7004: Organizational Theory and Systems Leadership (3-3-0)

Critical analysis of leadership and organizational theoretical frameworks that impact patient and healthcare outcomes. Application of systems concepts such as finance, quality improvement, and safety to implement effective plans for practice-level or system-wide practice changes which promote the delivery of quality, cost-effective healthcare. Development of leadership qualities which promote inter-professional collaboration in the implementation of quality improvement initiatives within various types of healthcare organizations and systems. (Essential II; SLO 2, 3, 4, 5, 6, 8)

NURG7005: Information Systems Technology (3-3-0)

Application of healthcare information management in complex healthcare environments. The focus will include collection, organization, management and dissemination of information in clinical practice arenas such as rural or urban private or public clinics, healthcare systems, or various inter-professional practice areas. (Essential I, IV; SLO 4, 6, 7, 8)

NURG7006: Epidemiology (3-3-0)

Provides an overview of principles and methods of epidemiology used to evaluate the distribution and determinants of diseases in populations. Course content will focus on analysis and synthesis of epidemiological data related to population health. (Essential I, III, IV, V, VII, VIII; SLO 1, 2, 3, 4, 7, 8)

NURG7007: Healthcare Policy: Analysis, Advocacy, and Transformation (3-3-0)

Critically examine health system policies' impact on clinical issues, patient care outcomes, distribution of limited resources, healthcare disparities, diffusion of technology and current issues in healthcare at the institutional, local, state, and national levels. Students will advocate for social justice, equity, and ethical policies within all healthcare delivery arenas. (Essential II, V, VI, VII, VIII; SLO 2, 3, 4, 5, 6, 8)

NURG7008: Genetics (2-2-0)

Focus is on preparation of the DNP student to incorporate scientific genetic concepts into healthcare delivery systems with emphasis on current and future genetic diagnoses and therapies while addressing culturally responsible health issues and focusing on decreasing health disparities. Focus is on aspects of sciences most applicable to disease processes; analysis of genetic information for clinical reasoning, and communication of genetic information as it relates to current and future research, and translation into advanced nursing practice. The DNP will be prepared to identify genetic and environmental risk factors for target populations and communities, and facilitate health promotion with awareness of ethical, moral, legal, and social issues.

(Essential I, III, V, VII, VIII; SLO 1, 2, 3, 5, 7, 8)

NURG7009: Global Healthcare Advocacy and Transformation (3-3-0)

Introduces major global healthcare issues and social, behavioral, economic, biomedical, and environmental determinants of health in resource limited settings. Describes variations in health systems around the world and of current issues in global health policy, including the political economies of healthcare, decision making processes, governance structures and the resource constrained realities of global health policy making. (Essential I, II, V, VII; SLO 2, 5, 7, 8)

NURG7010: Scholarly Project Practicum I (3-1-12)

Synthesize current knowledge of a clinical issue related to health care or advanced nursing practice to develop a defensible research question/proposal amenable to scholarly inquiry. First in a series of three courses in which students advance clinical decision making and diagnostic reasoning within healthcare macro and micro systems. The student will develop individualized practicum goals that focus on increasing clinical competency, improving systems leadership and inter-professional collaboration skills, and utilizing information systems technology and to improve healthcare quality and population health in an identified area. (Essentials I-VIII; SLO 1-8)

NURG7011: Scholarly Project Practicum II (3-1-12)

Builds upon Scholarly Project Practicum I course to implement the approved project proposal into the practice setting to improve local, regional, national or international healthcare practice, outcomes, or systems approaches. Prepares the DNP to translate and integrate theory and scientific evidence to enhance clinical decision making and diagnostic reasoning in complex healthcare delivery systems. The second in a series of three courses in which students advance clinical decision making and diagnostic reasoning within macro and micro systems. The student will continue to develop individualized practicum goals that focus on increasing clinical competency, improving systems leadership and inter-professional collaboration skills, and utilizing information systems technology to improve healthcare quality and population health in an identified area. (Essentials I-VIII; SLO 1-8)

NURG7012: Scholarly Project Practicum III (3-1-12)

Build upon Scholarly Project Practicum II to evaluate the translation of the capstone project's impact on local, regional, national or international healthcare practice, outcomes, or systems approaches. The third in a series of three courses in which students have advanced clinical decision making and diagnostic reasoning within macro and micro systems. The student will continue to focus on increasing

clinical competency, improving systems leadership and inter-professional collaboration skills, and utilizing information systems technology to improve healthcare quality and population health in an identified area. (Essentials I-VIII; SLO 1-8)

APPENDIX C

Drug Policy

NSU, CONSAH, believes that substance abuse is a danger to the well-being of clients, students, and faculty/staff and health agency employees.

Therefore, to insure public and professional trust, safety, and to insure fitness for duty, the unlawful and/or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment, consumption, promotion or sale of alcohol, illegal drugs, and legal drugs obtained illegally, controlled substances, or designer drugs by students will not be tolerated. Individuals found to have committed such infractions shall be subject to sanctions including suspension or dismissal from the CONSAH.

This policy does not supersede the policies published in the current Student Handbook from NSU. This policy reflects additional requirements of curricula for professional nursing.

I. Definitions

Controlled Substances - controlled substances include all chemical substances or drugs listed in any controlled substance acts or regulations applicable under any federal, state or local laws.

Campus/clinical - A student is on campus or in clinical whenever he/she is:

1. on any university/health agency property including parking lots.
2. Present at any University sanctioned activity.
3. Wearing an official NSU CONSAH uniform/lab coat.

II. Scope

The NSU CONSAH prohibits the following when a student is on campus or in clinical and will result in disciplinary action by the College:

1. Unauthorized possession or use of a controlled substance and/or alcohol.
2. Being under the influence of a controlled substance and/or alcohol, including but not limited to DWI arrests, convictions, and driving suspensions.
3. Illegal manufacture, distribution, sale or purchase of a controlled substance including but not limited to arrests and convictions.
4. Use, or being under the influence of other drugs, including prescription drugs and over the counter drugs while there is any possibility that such use may impair the student's ability to safely perform or may adversely affect his/her safety or patient safety and care, or safety of faculty or fellow students.

III. Testing

- A. Drug or alcohol testing of students is authorized under this policy allowing the Dean of the College of Nursing and School of Allied Health, or her designee, to direct a student to undergo testing under the following circumstances:

1. When there is reasonable suspicion or cause to believe that a student is or has recently been under the influence of any drug or alcohol. It is acknowledged that it may be difficult to determine when a student may be under the "influence", in keeping with the purpose of this drug policy NSU views that discretion must be given to the faculty and staff in recognizing the usual signs and symptoms of alcohol or drug use. In that respect, the following is a listing of what NSU deems possible signs and symptoms of drug or alcohol use:
 - a. Frequent absences from class, clinical or lab and/or disappearance from such.
 - b. Isolation and withdrawal.
 - c. Patient care errors, particularly medication errors.
 - d. Detectable odor of alcohol.
 - e. Increasingly poor decision and judgment about patient care.
 - f. Illogical or sloppy charting.
 - g. Unusual accidents/incidents.
 - h. Deteriorating personal appearance.
 - i. Changes in motor function/behavioral patterns including personality changes, mood swings, illogical thought patterns, gait disturbances, impaired dexterity, slurred speech, drowsiness/ sleepiness, and pupillary changes.
 2. When a student is found in possession of alcohol or drugs in violation of this policy.
 3. Following an instance or incident the nature of which indicates possible impairment of ability or judgment or following an incident in which patient care standards were violated or careless acts were performed.
- B. When such signs and/or symptoms are observed in a student, the faculty member will notify the Dean or designee. The Dean or designee will go to the campus/clinical area and direct the student to submit to drug/alcohol testing and sign a consent form witnessed by two University representatives. Failure to agree to such testing shall be considered as admission of violation of the student responsibilities as it relates to this policy and shall be sufficient cause to allow Dean's action as allowed under this policy. If the student refuses the test, he/she shall sign a refusal form witnessed by two University representatives. If the student refuses to sign this refusal form, this information shall be noted on the form and witnessed by two University representatives. Refusal to sign any of these forms may result in immediate dismissal from the CONSAH.
- C. Within one hour of completion of required consent form, the student shall report to an identified lab, which utilizes the chain of custody procedure for blood and/or urine testing at the student's expense. A University representative will verify the student's identity prior to specimen collection. The student may not drive a motor vehicle to this lab and will be responsible for all transportation costs.
- D. The student may not attend class or clinical activities until the Dean or designee reviews the lab results.

- E. Results of the tests will be kept confidential and will be reported to the Dean or her designee who will then meet with the student to discuss the results and ramifications.
- F. A positive blood alcohol and/or urine drug screen test may subject the student to sanctions, which may include suspension or dismissal from the CONSAH.