



GRADUATE

NURSING STUDENT HANDBOOK

2024-2025



ST. THOMAS
UNIVERSITY
College of Nursing

Table of Contents

NURSING TEAM’S WELCOME	3
HISTORY OF ST. THOMAS UNIVERSITY COLLEGE OF NURSING.....	4
PURPOSE OF THE NURSING STUDENT HANDBOOK.....	5
ACCREDITATION	5
SCOPE OF PRACTICE	6
Academic Calendar	6
COLLEGE OF NURSING CONTACT INFORMATION.....	7
Administrative Team Contact Information.....	7
ORGANIZATIONAL CHART	9
MISSION, VISION AND CORE VALUES ST. THOMAS UNIVERSITY	13
MISSION STATEMENT.....	13
VISION STATEMENT	13
CORE VALUES	13
MISSION, VISION, AND CORE VALUES COLLEGE OF NURSING.....	14
MISSION STATEMENT.....	14
VISION STATEMENT	14
CORE VALUES	14
DIVERSITY STATEMENT	14
PHILOSOPHY	14
THE GUIDING CONCEPTUAL MODEL.....	17
FOSTERING TRANSFORMATIONAL NURSING LEADERS.....	17
Graduate Nursing Student Learning Outcomes.....	18
DNP Students Learning Outcomes.....	19
Programs Congruence Statement	19
STUDENT SUCCESS CENTER.....	20
Preceptor’s Role and Responsibilities.....	66
Student Clinical Evaluation.....	67
Clinical Forms	70
Student Information	89
Memorandum of Understanding.....	89

NURSING TEAM'S WELCOME

Welcome to St. Thomas University (STU) College of Nursing. At STU, future nurses are uniquely prepared to be leaders for life!

At STU, each student is a unique, integrated, holistic human being influenced by the complex interaction of biological, psychological, developmental, sociological, economic, and cultural elements as part of a multicultural society.

As a nursing student, you will be challenged to acquire a scientific knowledge base and critical thinking skills in the discipline of nursing, incorporate professional nursing behaviors, develop technical and decision-making skills, embody ethics into your practice, and gain awareness of self and others' value systems as part of STU's faith-based professional education. It will require hard work and commitment on your part, but it will be a remarkable and rewarding journey that you will treasure for a lifetime. We are excited that you have chosen St. Thomas University for that journey. The nursing team is committed to doing everything we can to support your success as we take the journey alongside you.

The College of Nursing Administrative Team and the Faculty wish you a wonderful and blessed academic experience at St. Thomas University.

The Nursing Team

College of Nursing
16401 NW 37 Avenue
Miami, FL 33054
(305) 625-6000

Disclaimer

The St. Thomas University College of Nursing (STUCON) Nursing Student Handbook is updated annually and is not intended to, nor does it contain all student regulations or replace the STU Student Handbook. Conversely, the policies, procedures, and guidelines outlined in the Nursing Handbook supersede any conflicting information found in the St. Thomas University Handbook. In matters related to nursing practices, protocols, and standards, the Nursing Handbook serves as the primary and authoritative source of guidance. All individuals within the nursing program are expected to prioritize and adhere to the provisions set forth in the Nursing Handbook over any conflicting or contradictory content in the St. Thomas University Handbook. In the event of any change or amendment to the Graduate Nursing Policy, students are able to view it electronically online on the St Thomas University website. It is the students' responsibility to review any change and /or amendment in its entirety. Students should seek clarification on any question, concern or point for which they do not understand.

HISTORY OF ST. THOMAS UNIVERSITY COLLEGE OF NURSING

In 2003, St. Thomas University (STU) was contacted by the University of Miami regarding the possibility of starting a 2+2 School of Nursing. At that time, the University of Miami wanted to expand its BSN enrollment. With the North Dade Medical Foundation and Florida Blue sponsorship, St. Thomas University launched a collaborative 2+2 School of Nursing with the University of Miami in 2004. Nursing students would do their first two years of core classroom requirements at St. Thomas and then complete their more advanced classwork and clinical rotations at the University of Miami. The University of Miami would award their BSN degree.

By 2009, the university dedicated the Carnival Cruise Lines Science and Technology Building. This building was designed with undergraduate research in mind and had ten laboratories. Capitalizing on the success of the University's STEM programs and STU Summer Research Institute, the University decided to go beyond its 2+2 School of Nursing into a four-year Bachelor of Science Nursing (BSN) program. It was in response to two critical needs identified in the South Florida Community:

- 1) According to the Florida Center for Nursing (2014), over 40% of Florida's nurses are approaching retirement age within the next ten years. They are not being replaced with an increase in young nurses. It is partly due to a lack of nursing schools to prepare new nurses; 46,000 applicants nationwide have been turned away from nursing schools because of a lack of educational capacity.
- 2) There is a lack of healthcare parity in South Florida. The Miami-Dade County Department of Health has identified geographical areas with prevention quality indicators that reveal disparity in minority healthcare. The American College of Physicians attributes these gaps to a healthcare workforce that does not reflect the local communities. STU's nursing school graduates will bridge this healthcare divide because of their backgrounds and the comprehensive education they receive through the university's program.

STU's pre-licensure BSN program and the online post-licensure RN to BSN started in Spring 2017. Before the BSN program in the spring of 2016, STU launched a Master in Science of Nursing degree specializing in Family Nurse Practitioner. By Fall 2020, STU added the Psychiatric Mental Health Nurse Practitioner Program. The response from the community has been enthusiastic. By Spring 2021, the enrollment in the online post-licensure BSN program has grown tremendously. Enthusiastically STU added the Doctor of Nursing Practice Program by the Fall 2021. Current enrollment in the online School of Nursing consists of 279 RN to BSN students and 228 MSN students. Collaborations have been set up with local hospitals and health centers to provide STU students with the required clinical hours to receive their BSN degrees. Preparing culturally competent nurses who are sensitive to the many ethnic groups in South Florida and who have an in-depth understanding of quality, safe patient care is the STU College of Nursing's charge.

PURPOSE OF THE NURSING STUDENT HANDBOOK

This handbook, prepared for the graduate students admitted to the College of Nursing, provides specific information about nursing that supplements – but does not replace – St. Thomas University’s Graduate Catalogs. The associate dean, program directors, and faculty believe that students’ academic and professional goals can be best achieved by having explicit knowledge and understanding of the College of Nursing’s mission, vision, philosophy, policies, regulations, and procedures. Consequently, students are expected to read this handbook, abide by the policies, and be directed by its many features to help them be successful in the nursing major. Students must sign the statement in the back of this handbook acknowledging that they have read and understood its content. This page must be submitted for placement in the student’s permanent record.

ACCREDITATION

St. Thomas University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, law, and doctorate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of St. Thomas University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or by calling 404-679-4500 or by using information available on SACSCOC website (www.sacscoc.org).

The master's degree program in nursing at St. Thomas University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

SCOPE OF PRACTICE

American Nurses Association (ANA) Code of Ethics for Nurses

All nursing students at St. Thomas University are accountable to the American Nurses Association (ANA)'s Code of Ethics and all students are expected to review the ANA's Code of Ethics for Nurses at this link: www.nursingworld.org/codeofethics. Students can also refer to:

American Nurses Association (2015). *The Guide to the Code of Ethics for Nurses with Interpretive Statements: Development, Interpretation, and Application* (2nd Ed.). Nursebooks.org.

American Nurses Association's Standards of Nursing Practice

The following standards guide the educational experience of students and the practice of both students and faculty in the nursing program at St. Thomas University. For information about the ANA Standards of Nursing Practice, visit the website at www.nursingworld.org/nursingstandards. Refer to:

American Nurses Association. (2021). *Nursing: Scope and Standards of Practice*. (4th Ed). Nursebooks.org

The ANA's Code of Ethics and Standards of Nursing Practice delineate the ethical standards that nurses should be accountable for, which is and is not limited to:

- Respecting patients,
- Safeguarding patients' right to confidentiality and privacy,
- Advocating for safe, ethical, and legal care of all patients, and
- Maintaining their own clinical competence

The ANA's Code of Ethics, Standards of Nursing Practice and ethical behavior also apply to academic study by nursing through the concept of academic honesty. Nursing students are expected to provide ethical care in clinical setting, act in an ethical and professional manner as they write and submit papers and assignments, do patient care, and work with peers in group projects.

Academic Calendar

Academic calendars for ST. Thomas University can be accessed at the following link:
<https://www.stu.edu/Academics/Academic-Calendar>

COLLEGE OF NURSING CONTACT INFORMATION

16401 NW 37th Avenue

Miami, FL 33054

(305) 625-6000

www.stu.edu

Administrative Team Contact Information

Dean of Nursing: Dr. Nashat Abualhajja, PhD, RN

Office Location: O'Mailia Hall Building

Phone: (305) 628-6503

Email: nabualhajja@stu.edu

Assistant Director of Online Nursing

Ruben D. Coll, DNP, MSN, APRN, MBA

Office Location: Online

Phone: (305) 628-6726

Email: rcoll@stu.edu

Master of Science in Nursing, Accelerated Director

Dr. Janet Huxley, DNP, MSN, FNP-BC

Office Location: O'Mailia Hall Building

Phone: 305-474-6854

Email: jhuxley@stu.edu

Master of Science in Nursing, Adult Gerontology Specialization Director

Dr. Doris Teran, DNP, APRN, NP-C

Office Location: Online

Phone: (305) 474-6833

Email: dteran@stu.edu

Master of Science in Nursing, Family Specialization Director

Dr. Elisa Corzo-Sanchez, DNP, MSN, FNP-BC

Office Location: Online

Phone: 305-474-6013

Email: ecorzo-sanchez@stu.edu

Master of Science in Nursing, Psychiatric Mental Health Specialization Director

Dr. Linda Mays, DNP, PMHNP-BC

Office Location: Online

Phone: (305) 474-6891

Email: lmays@stu.edu

Doctor of Nursing Practice, Leadership Specialization Director

Dr. Cassandre Milien, DNP MSN RN

Office Location: O'Mailia Building Room 124

Phone: 305-628-6571

Email: cmilien@stu.edu

Clinical Coordinator of Graduate Nursing

Dr. Nancy Woelki, DNP, APRN, FNP-C

Office Location: Online

Phone: 305-474-6845

Email: nwoelki@stu.edu

Senior Nursing Information Specialist

Ms. Estela San Miguel

Office Location: O'Mailia Building Room 120

Phone: (305) 474-6823

Email: esanmiguel@stu.edu

Nursing Information Specialist

Ms. Cassandra Graham, M.Ed

Office Location: O'Mailia Building Room 120

Phone: (305) 474-6880

Email: cgraham5@stu.edu

Administrative Assistant

Ms. Natasha Desir

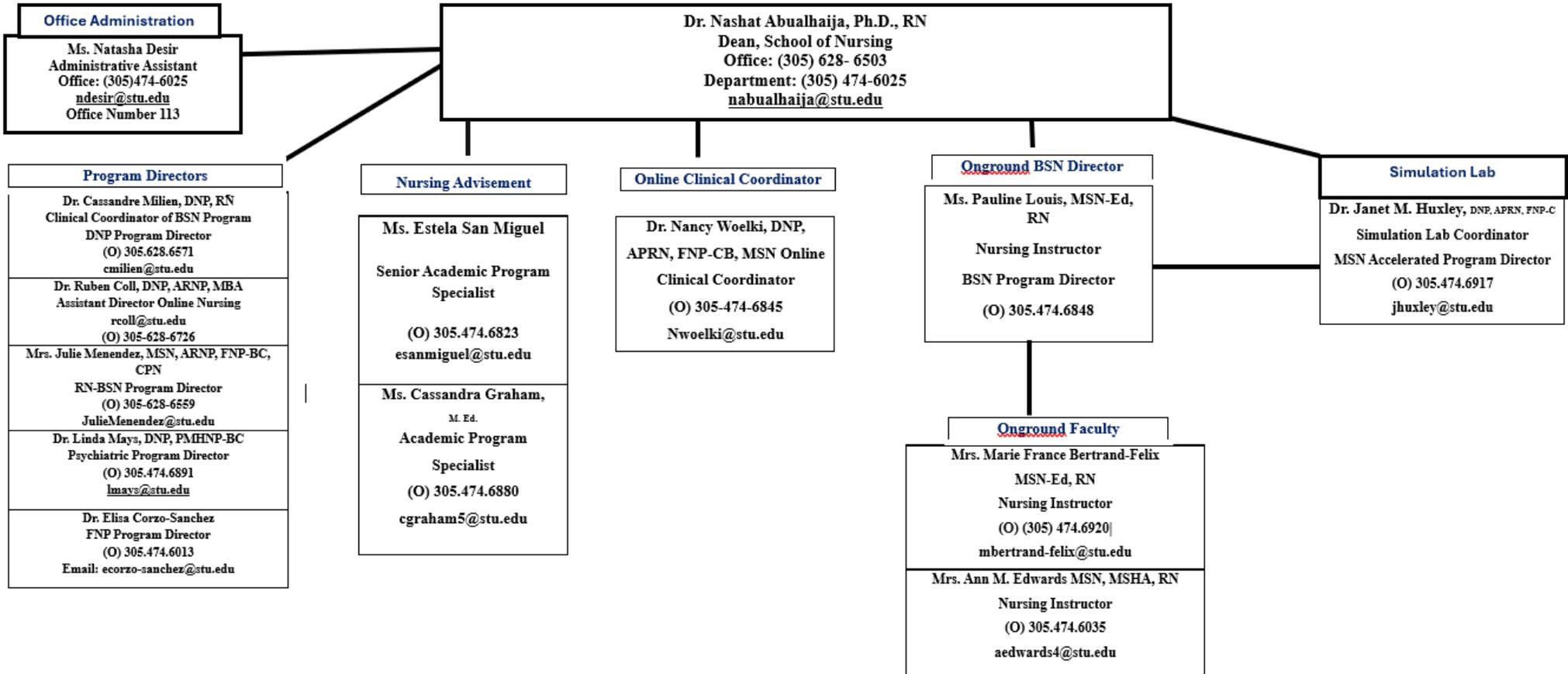
Office Location: O'Mailia Building Room 113

Phone: (305) 474-6025

Email: ndesir@stu.edu

ORGANIZATIONAL CHART

St. Thomas University College of Nursing



ST. THOMAS UNIVERSITY OFFICES AND DEPARTMENT CONTACT INFORMATION

Office of Financial Affairs (Business Office)

Location: Mimi Dooner Hall

Website: <https://www.stu.edu/about-stu/administration/business-office/>

Office of Financial Aid

Location: Mimi Dooner Hall, Room, 101

Website: www.stu.edu/admissions/financial-aid/

Phone: (305) 474-6900

Toll Free: (800) 367-9010

Fax: (305) 474-6930

Office of Admissions

Location: Mimi Dooner Hall, Room 103

Phone: (800) 397-9010; (305) 628-6546

Fax: (305) 628-6591

Email: signup@stu.edu

Facebook: St. Thomas University

Instagram: stthomasuniversitymiami

Campus Ministry

Office Location: O'Mailia Building

Phone: (305) 628-6525

Email: campusministry@stu.edu

Facebook: STU Campus Ministry

Student Health Center

Location: Student Center Phone: (305) 628-6921,

Website: www.stu.edu/studenthealth

Services offered: Psychological
Counseling

Archives & Museum: (305) 628-6719

Facebook: STULibrary

Instagram: stulibrary

Pinterest: STU Library

Twitter: STULibrary

Office of Academic Enhancement Center

Location: Institute for Workforce Enhancement

Website: www.stu.edu/testing

Phone: (305) 628-6797

St. Thomas University Library

Website: <http://www.stu.edu/library>

Phone: (305) 474-6860

Front Desk: (305) 628-6667

Reference Desk: (305) 628-6668

Interlibrary Loan: (305) 628-6671

Student Success Center

Location: Mini Dooner Hall, Room 117

Phone: (305) 474-6900

Fax: (305) 474-6930

Email: SSCgraduatestudents@stu.edu

Website:

<https://www.stu.edu/students/student-success-center/>

Chapel of Saint Anthony

Location: Next to Mimi Dooner Hall

Mass Services

Monday-Friday at 12:15 PM

Sunday Mass at 7:00 PM

YouTube: STU Library & Archives

Primary Health Care Student

Health Insurance Refer to

<https://www.stu.edu/students/student-affairs/student-health-center/student-health-insurance/>

for more information

Immunization & Medical

Records

Management

MISSION, VISION AND CORE VALUES ST. THOMAS UNIVERSITY

MISSION STATEMENT

St. Thomas University is a Catholic university with rich cultural and international diversity committed to its students' academic and professional success who become ethical leaders in our global community.

VISION STATEMENT

St. Thomas will position as the leading Catholic university in the Southeast by developing, through its academic programs, recognized global leaders in ministry, science, business, and justice, and will serve as a model resource that prepares its students to engage in the business, legal, social, and scientific universe of the global community.

CORE VALUES

- Catholic Identity
- Global Diversity
- Student Success
- Leadership Development

MISSION, VISION, AND CORE VALUES COLLEGE OF NURSING

MISSION STATEMENT

The College of Nursing is committed to the formation of transformational global nursing leaders to engage in evidence-based practice, lifelong learning, and community service that reflects our Catholic identity and our mission of creating leaders for life.

VISION STATEMENT

Our vision at St. Thomas University College of Nursing is to create an atmosphere that is conducive to ethical leadership, transparency, excellence, integrity, and respect for diversity will characterize everything that we do. The vision of the College of Nursing is to:

- Prepare highly qualified nurses equipped with skills to fulfill baccalaureate nursing roles locally, nationally and internationally;
- Prepare graduates for ongoing and advanced nursing degrees for the betterment of our world; and
- Develop transformational global nursing leaders to contribute to the healthcare industry and address the health care needs of the citizens of Florida, Georgia, and around the world.

CORE VALUES

Combined with the core values of St. Thomas University; catholic identity, global diversity, student success, and leadership development, the College of Nursing's core values include:

- A culture that embraces caring
- A community that supports safety
- A community that shares a common thread in developing efficient leaders

DIVERSITY STATEMENT

The College of Nursing is committed and dedicated to fostering diversity in the classroom, the university, and the profession that reflects the core value of St. Thomas University. The nursing program faculty seeks to promote a culture that respects and embraces students' differences in cultures, abilities, religious beliefs and affiliations, age, race, ethnicity, gender, and sexual preferences and orientation. We commit ourselves to promote an enriched learning environment, improve the practice of nursing for the development of excellent leadership skills, personal creativity, and professional growth.

PHILOSOPHY

The nursing program believes that nursing education serves as a transformative journey, empowering individuals to become catalysts for positive change and global nursing leaders throughout their lives. Our philosophy revolves around the following core principles:

- **Holistic Development:** We recognize that nursing education encompasses not only acquiring clinical skills and knowledge but also fostering personal growth, emotional intelligence, and cultural competence. We strive to develop well-rounded nurses who are compassionate, empathetic, and adaptable to diverse healthcare settings.

- **Empowerment Through Knowledge:** We view education as a powerful tool for empowerment. By equipping our nursing students with evidence-based practices and the latest advancements in healthcare, we instill confidence in their abilities to provide high-quality patient care and make informed decisions.
- **Catalysts for Change:** Our nursing program emphasizes that nurses are key drivers of positive change in the healthcare industry. We encourage our students to embrace innovation, advocate for patients' rights, and actively participate in shaping policies that improve healthcare outcomes for individuals and communities.
- **Lifelong Learning:** We believe that nursing education is not limited to a specific period but extends throughout a nurse's career. Our philosophy encourages a commitment to lifelong learning, enabling nurses to stay updated with evolving medical knowledge and technologies, ensuring continuous professional growth.
- **Global Perspective:** Nursing is a universal profession that transcends borders. We nurture a global outlook among our nursing students, emphasizing the importance of understanding diverse healthcare systems, cultural practices, and healthcare disparities worldwide.
- **Patient-Centered Care:** The core of nursing is centered around patients. We instill in our students the value of patient-centered care, where individuals are treated with dignity, respect, and the utmost attention to their physical, emotional, and psychological needs.
- **Collaborative Approach:** Healthcare is a team effort, and nurses play an integral role in interprofessional collaboration. Our philosophy emphasizes the significance of effective communication, teamwork, and collaboration to deliver comprehensive and integrated healthcare services.
- **Ethical Practice:** Integrity and ethical conduct form the bedrock of nursing. We prioritize teaching our students ethical principles, ensuring they uphold the highest standards of professional behavior and always act in the best interest of their patients.
- **Leadership Development:** Our nursing program aims to foster leadership qualities in our students. Whether at the bedside, in administrative roles, or influencing healthcare policies, we believe in nurturing transformational nursing leaders who inspire positive change.
- **Community Impact:** We instill in our students a sense of responsibility towards their communities. Our nursing philosophy encourages students to actively engage in community service, health promotion, and disease prevention initiatives, making a lasting impact beyond the hospital walls.

By embracing this nursing philosophy, we envision producing nursing graduates who will be true agents of change, leading the way towards a healthier and more compassionate world for all.

Metaparadigm

Human-Being

At our nursing program, we recognize the individual as a unique and dynamic being, encompassing physical, emotional, social, and spiritual dimensions. We believe that every human being is worthy of respect, dignity, and compassionate care. Our philosophy emphasizes the holistic approach to patient care, acknowledging the interconnectedness of the mind, body, and spirit. We view each patient as an active participant in their healthcare journey, with unique experiences, values, and beliefs that influence their well-being. Our nursing students are taught to build meaningful therapeutic relationships with patients, practicing empathy and active listening to understand their needs and preferences fully.

Environment

We understand that the environment plays a crucial role in shaping health outcomes. Our nursing program philosophy recognizes that the environment encompasses physical, social, cultural, and economic factors that impact an individual's health and recovery. We emphasize the significance of creating a safe, supportive, and healing environment for patients, families, and healthcare providers alike. Our nursing students are encouraged to be advocates for health-promoting environments, addressing issues such as access to healthcare, healthcare disparities, and environmental factors affecting well-being. We believe that by addressing social determinants of health and fostering supportive surroundings, we can positively influence patient outcomes and overall community health.

Health

At our nursing program, we view health as more than just the absence of illness; it is a dynamic state of physical, mental, and social well-being. We believe that health is a continuum, and our role as nurses is to promote and maintain optimal health for individuals and communities. Our philosophy emphasizes preventive care, early detection, and patient education to empower individuals to take an active role in their health. We also recognize the importance of cultural diversity in defining health and healing practices. Our nursing students are taught to respect and integrate cultural beliefs and practices into patient care, ensuring care plans align with patients' values and preferences.

Nursing

Nursing, at its core, is a profession dedicated to the art and science of caring. Our nursing program philosophy places a strong emphasis on the nursing profession's ethical and compassionate nature. We believe that nursing is a dynamic, evidence-based practice that requires continuous learning and adaptation to evolving healthcare needs. Our nursing students are encouraged to be lifelong learners, critical thinkers, and problem solvers. We foster leadership qualities, emphasizing that nurses play pivotal roles in advocating for patients, promoting health equity, and shaping healthcare policies. We believe that nursing is a calling, and our graduates will embody the values of integrity, empathy, and patient-centered care to make a meaningful difference in the lives of those they serve.

THE GUIDING CONCEPTUAL MODEL

FOSTERING TRANSFORMATIONAL NURSING LEADERS

The nursing program's framework is rooted in a holistic view of individuals and groups in various health conditions, acknowledging that professional nursing involves both an artistic and scientific approach. The conceptual model revolves around the core beliefs of the nursing program, emphasizing the significance of the individual, environment, health, and nursing in shaping the curricula. To illustrate the interconnections within our philosophy, we utilize Burns' Transformational Leadership Theory (1978) as a theoretical framework.

Our vision is to nurture nursing leaders who embody transformational qualities and strive for excellence. We are dedicated to enhancing nursing practice, education, and research standards to propel the nursing profession forward and contribute to positive changes in global healthcare.

Teran, D & Millien, C. (2023). STUCON Fostering Transformational Nursing Leaders.



College of Nursing Objectives

The objectives of STU College of Nursing are consistent with St. Thomas University and reflect a strong commitment to nursing education, practice, research, and public/health policy. The objectives of STU College of Nursing are purposely designed to:

- Educate and train highly qualified nursing students at the baccalaureate, master's, and doctoral level to be leaders in the profession.
- Offer viable career options by providing quality educational programs based on employer-driven requirements.
- Create a positive learning environment that recognizes individuality and enables students to meet their unique educational goals.
- Generate excitement and foster the desire to learn through diverse teaching methods.
- Maintain a qualified, caring faculty and staff dedicated to the personal and professional development of each student.
- Remain at the forefront of education by supporting continuing education and training for graduates, faculty, and staff.
- Prepare and encourage students to pursue life-long learning.
- Provide nursing and healthcare transformational leadership in education, research, practice, and public policy formation.

Graduate Nursing Student Learning Outcomes

1. Integrate advanced knowledge in nursing, related science, and leadership skills that will emphasize ethical and critical decision making to promote safe, high quality, cost-effective, and culturally appropriate care across a diverse setting. (Domain 1, 3, 4, 5,7)
2. Incorporate evidence-based research to resolve practice problems and improve knowledge. (Domain 1, 3, 4, 5, 7)
3. Apply patient-care technology such as informatics to enhance patient care using a collaborative approach. (Domain 6, 8)
4. Construct processes for self-accountability of professional growth, adopt lifelong learning, and practice safely and effectively within the chosen specialty to maintain health and improve patient outcomes. (Domain 9, 10)
5. Establish an environment of advanced practice that is conducive to the development of effective interactions with patients, other disciplines, and other entities in the communities. (Domain 3, 6, 7, 9)
6. Advocate for policies that lead to improved health outcomes for populations and improve the quality of the healthcare system at the local, regional, state, national, and global levels. (Domain 1, 3, 4, 7, 9, 10)
7. Demonstrate competence in communication, collaboration, and consultation to advance interprofessional teams. (Domain 6, 10)
8. Integrate clinical prevention and health promotion strategies to maintain optimal health and improve patient health outcomes. (Domain 3, 5, 7)
9. Apply advanced knowledge gained from nursing and other related science to practice as a competent health care provider. (Domain 1, 2, 4, 5)

DNP Students Learning Outcomes

1. Apply scientific research-based evidence into the advanced nursing role. (Domain 1, 4).
2. Demonstrate transformational leadership, accountability, analyze organizational models for safe and quality health care delivery for patients and populations on the advanced nursing role. (Domain 3, 7, 10).
3. Apply evidence-based research into advanced practice to improve health care delivery and outcomes for patients, communities, and the nation. (Domain 1, 2, 3, 5, 7).
4. Demonstrate leadership in the different realms of nursing while utilizing and evaluating the use of health care information systems, information technology, communication systems, and patient care technology. (Domain 8, 10).
5. Lead and participate in the creation and implementation of health policy advocating for the nursing profession and the healthcare communities. (Domain 1, 4, 6, 7, 10).
6. Ability to effectively communicate, collaborate, support, and work with interprofessional teams to provide new practice approaches to improve individuals and communities' health outcomes. (Domain 1, 3, 4, 5, 6).
7. Provides the capacity to create and develop health strategies based on scientific evidence for health promotion and prevention while eliminating disparities and gaps in health care. (Domain 1, 3, 4, 5, 7).
8. Provides the knowledge and ability to conduct a culturally sensitive and holistic patient care approach in complex situations based on scientific evidenced practicing with advanced levels of clinical judgment while leading, mentoring, and supporting other nurses to achieve excellence in nursing practice. (Domain 1, 3, 4, 5, 6, 7).

Programs Congruence Statement

The mission, vision, core values, philosophy, and the expected student outcomes of each program are consistent with the standards and guidelines adopted by the College of Nursing. The program outcomes of the MSN and DNP Programs are congruent with the mission statement of St. Thomas University and the College of Nursing's mission. The MSN and DNP curricula were developed to reflect the professional nursing standards and guidelines. The MSN and DNP programs outcomes are rooted in the Essentials of Master's Education in Nursing (AACN, 2021), The State of Doctor of Nursing Practice Education (AACN, 2022), and The Consensus Model for APRN Regulation: Licensure, Accreditation, Certification, and Education (NCSBN, 2008).

STUDENT SUCCESS CENTER

Student Admission

St. Thomas University and the College of Nursing provides equal opportunity for all faculty, staff, students, and applicants for employment or admission without discrimination based on race, ethnicity, religion, sex, sexual orientation, gender identity, age, genetics information, disability, or status as a protected veteran.

Academic Advisor

Students are advised according to the St. Thomas University Graduate Catalog procedure found at <https://www.stu.edu/academics/catalogs> Students are advised in the Student Success Center before their entrance into the College of Nursing. However, the faculty in the College of Nursing looks forward to building an effective relationship with our students. All nursing students will be assigned an advisor from the College of Nursing for the remainder of their nursing education at STU. Communication plays an integral role as students proceed through the program requirements. Therefore, students are accountable for contacting their advisors regularly. The advisor should be consulted for questions regarding courses and/or clinical experiences.

Communication

The university email account provided to each student is the official mode of communication between students and professors. It is expected that students use their university email addresses when communicating about academic matters, including inquiries, assignments, discussions, and feedback. Students should include pertinent information about themselves, i.e., their full name, student ID, program, and course details (course and section number) in all email correspondence. This aids in identifying the sender and helps professors address inquiries accurately.

Faculty is expected to respond to any email inquiries or course message from students within twenty-four (24) to forty-eight (48) hours. Faculty is expected to provide feedback on course assignments within seventy-two (72) hours of due date.

Transfer Credit

Transfer credit is not automatic. Graduate work completed at another accredited school prior to enrollment at St. Thomas University may be accepted as transfer credit if the course work parallels courses offered in the student's graduate program at St. Thomas. Coursework completed at regionally accredited colleges or universities or colleges or universities with accreditation equivalent to regional accreditation will be accepted, when applicable, on a course-by-course basis. Coursework completed at colleges or universities which are accredited by organizations recognized by the Council for Higher Education Accreditation (CHEA) or US DOE will be accepted. A student, who transfers from a quarter hour credits school, is responsible for the remaining credits.

Nursing Transfer of Credit Policy:

1. Students may transfer a maximum of **six (6) hours** of graduate level coursework to be applied to a St. Thomas graduate degree.

2. Transfer credits will be accepted only from regionally accredited colleges and Universities within the United States.
3. Specialty courses are not transferable.
4. It is the responsibility of the student to provide official copy(s) of transcript(s) and both a catalog course description and course syllabus of the work intended to be transferred to be eligible to receive transfer credit.
5. Acceptable course work will be transferred only if it is "equivalent" to a St. Thomas course allowed in the student's degree program. Students may not take an "equivalent" course at St. Thomas and also receive transfer credit for the same course.
6. Transfer credit for coursework will be accepted only for courses completed prior to the student's enrollment in the St. Thomas University Graduate Program.
7. Graduate transfer credits may not have been course work, which was part of the work used to complete the student's undergraduate degree.
8. Transfer credit must be completed during the first semester/term of the graduate student's fully accepted enrollment in a St. Thomas Graduate Program.
9. Credits for courses transferred will not be included in the calculation of the Grade Point Average at St. Thomas University.
10. Only grades of B or higher may be applied as transferred credit.

A student requesting transfer credit must file a written request with the required documentation to the Program Coordinator during the first semester of enrollment. Verification of all documents is the responsibility of the appropriate Program Coordinator. No requests for transfer of credit will be honored after the first semester of graduate study.

Student Affairs/Reporting Protocols

[Student Affairs](#) - enhances academic success and holistic development of students by providing a broad array of collaborative, co-curricular programs, services, and activities that promote a positive impact on the development and retention of students, personal integrity, ethical leadership, civic responsibility, environmental awareness, and social consciousness.

- [CARE Team](#) - is a multi-disciplinary team that works to address concerning or threatening behaviors of St. Thomas University community members.
- [Student Complaint](#)
- [Title IX](#) - protects people from discrimination based on sex, sexual assault, dating violence, domestic violence, or stalking.
- [Judicial Affairs](#)
- STU Online Students: of Out-of-state STU Online students who have completed the internal institutional grievance process and the applicable state grievance process may appeal non-instructional complaints to the FL-SARA PRDEC Council. If the student is not satisfied with the outcome, he/she may appeal the complaint to the PRDEC Council by sending an email to FLSARAinfo@fldoe.org.
 - For additional information on the complaint process, please visit the [FL-SARA Complaint Process](#) page.

Student Health Center

[Student Health Center](#) promotes the physical and mental health of the STU community in a professional and confidential manner covered by the student health insurance, including the Supplemental Plan. Appointments are recommended, but walk-ins are welcome.

Location: Student Center, **Phone:** (305) 628-6921,, **Website:** [Student Health Center](#)

Services offered:

[Health Clinic](#)

[Counseling and Referrals](#)

[Student Health Insurance](#)

[Frequently Asked Questions \(FAQs\)](#)

Graduation/Commencement

- [Commencement Services/Cap & Gown, and Tickets](#)
- [Graduation Frequently Asked Questions](#)
- [Commencement Information](#)

Residency

St. Thomas University only admits Florida and Georgia residents. As a result, students maintain residency in Georgia or Florida during their enrollment at St Thomas University. It is the student's responsibility to notify the University of a change in residency. St Thomas University reserves the right to remove students from the course who are not residents of Georgia or Florida. This is due to many stringent laws and guidelines the government imposes on higher learning institutions. According to the statute, "If an institution is offering postsecondary education through distance or correspondence education to students in a State in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, the institution must meet any State requirements for it to be legally offering postsecondary distance or correspondence education in that State. An institution must be able to document to the Secretary the State's approval upon request." Please refer to the link below for more information.

<https://www.govinfo.gov/content/pkg/CFR-2019-title34-vol3/pdf/CFR-2019-title34-vol3-sec600-9.pdf>) In essence, STU's online nursing program must meet the standards of the State in which the student resides, which includes Georgia and Florida. As a result, you must complete the program in the state of Georgia or Florida; if you leave the state, even temporarily, it is your responsibility to inform us. If we find out and you have not informed us, we have the right to remove you from the courses immediately.

COLLEGE OF NURSING ACADEMIC POLICIES

Academic Standards and Code of Conduct

St. Thomas University adopts the fundamental vision of the Judeo-Christian tradition and the Catholic faith and values wisdom to be found in the Bible and the church teaching. St. Thomas University seeks to establish a community that promotes a Judeo-Christian learning environment in which all may develop spiritually as well as intellectually.

The university places the highest value on truth, the quest for knowledge, and respect for others in an atmosphere of academic excellence. Both faculty and students are accountable and are expected to maintain the highest standard of conduct and behavior by adhering to the STU academic code of conduct.

Any behavior that is inconsistent with the university's goals is unacceptable. Unacceptable behaviors include, but are not limited to, alcohol or drug abuse, use of violence and/or profanity against people or property, undermine the educational climate by threatening the physical and mental health, and disrespecting their rights.

Professional Demeanor

Graduate students are always expected to present and conduct themselves as professionals on campus, in virtual settings, by telephone, and in clinical settings. Students are required to wear the official STU photo identification (ID) badge, which should be visible above the waist. Students are expected to assume responsibility and be accountable for their behavior and actions. Additionally, students should take safety measures to protect and advocate assertively for themselves and their patients. Students are expected to behave and respond professionally during all class discussions and conferences. As such, any verbal or non-verbal nonprofessional conduct will not be tolerated, and the student may be asked to leave the video conferencing, class, or the clinical setting.

Academic Honesty Policy

Cheating: Cheating includes any act or omission by a student to obtain an unfair advantage of assignments, quizzes or exams.

Cheating on assignments includes, but is not limited to,

- submitting clinical notes written by another person
- giving work or information to another student to be copied and/or used as their own
- giving or selling an assignment, report, project, or other restricted written materials to another student
- working together with another individual on an assignment when specifically prohibited from doing so by the instructor.

- submitting artificial intelligence (AI) generated work for any assignment.

Cheating on tests includes, but is not limited to,

- using unauthorized technology, software, or devices while testing.
- giving someone answers to test questions either during or after the test has been given.
- informing another student of specific questions that appear or have appeared on an examination.
- using notes, books, or other study aids while testing.
- altering the computer, computer screen or webcam to
- making fraudulent claims of errors with exam technology
- failure to follow required STU environmental procedures.
- patterns of network connectivity issues
- reading test questions or answers aloud

Misrepresentation: Misrepresentation is an act of omission with intent to deceive an instructor or college employee. It includes, but is not limited to,

- lying about family circumstances,
- lying about employment conflicts
- using personal problems to gain academic advantage for self or others.
- changing answers on graded materials, having another person or artificial intelligence (AI) complete your assignment.

Academic Dishonesty Policy

Students are expected to adhere to the academic honesty policy as stated in the college catalog. Students violating the policy in any way will automatically receive an “F” in the course and be referred to the Dean of Students for further disciplinary action.

Please note that due to the dynamic nature of the course, it is understood that the professor has the authority and the responsibility to change, add, or omit any material contained therein, including the grading policy. Students will receive verbal and/or written notification of any change to the current policy. Review the Academic Honesty, policy, and procedure from the student handbook on the University’s website at www.stu.edu

Academic Dishonesty Procedure

Students self-plagiarize or who plagiarize the original works of others face the following consequences:

- No offense:** A Turnitin/AI similarity score of less than 20% is generally acceptable.
- Misdemeanor offense:** A Turnitin/AI similarity score greater than 20% but less than 60% will be sent back to the students with the Turnitin report for revision and resubmission. A late penalty can be assessed if that is made clear at the beginning of the course or in faculty communications with the student.

c. **Minor offense:** A Turnitin/AI similarity score over 60% can be considered egregious and would be worthy of greater implications and accountability. Students may receive a 25% reduction in their assignment grade as a penalty if that is made clear at the beginning of the course or in faculty communications with the student.

d. **Major offense:** A Turnitin/AI similarity score over 80% is particularly egregious and probably will result in more punitive actions. Students will receive a "0" for the assignment and will fail the course. They will be allowed to remain in the course if they resubmit the assignment with an acceptable Turnitin similarity score of under 20%. If the resubmitted similarity score is over 20%, the student will fail the course.

*Students may not submit their assignments more than three times in Turnitin without penalty. After the third attempt to submit, the final decision is determined by the course instructor.

In the event of concerns regarding plagiarism, a student may be required to participate in an anti-plagiarism remediation course, which could involve out-of-pocket expenses. Such a course aims to reinforce ethical research and writing practices to ensure the integrity of a student's academic work.

Quiz/Exam Integrity

- Students will not disclose or discuss information about any aspect of the exam/test/quiz unless the course faculty gives prior consent. It includes posting or discussing questions on the internet and social media websites.
- Students may not copy or reconstruct exam items during or following the exam for any reason.
- Students may not seek help from any other party in answering items (in person, by phone, text, or by email) during the exam/quiz (including breaks).
- Students will comply with any investigation related to exam integrity that needs to be conducted.
- Students may not take the exam/quiz for somebody else or allow someone else to take their exam/quiz.
- Students may not tamper with the computer or use it for any function other than taking the exam/quiz.
- Students will not wear sunglasses or hats that obstruct the view of your face, as this may interfere with proctoring procedures and verification of identity.
- Students with a high probability video result from Lockdown Respondus will receive a 0% on the exam.
- **Note:** If a student witness any of the above behaviors, the student must immediately report it to the course faculty member or the Program Director and comply with any follow up investigation. Failure to report may result in 1) failure of the exam/quiz 2) failure of the course, or 3) dismissal from the program.

Consequences of Violating the Academic Integrity Policy

Cheating in any form is considered a violation of the College of Nursing values and the profession of nursing. Therefore, any violation of academic integrity policy will bear serious consequences including but not limited to receiving an "F" in the assignment, receiving an "F" in the course, or complete

dismissal from the nursing program. The consequence of such behavior will be determined by the faculty, the Program Director, Nursing Academic Integrity Committee, and the Dean.

Procedure to perform an environmental scan before testing

Students must use either an external webcam, embedded desktop camera, laptop camera, or maybe a mirror to complete the environmental check. When you are completing the webcam check, do not proceed if your camera is fuzzy or your picture is not clear. Address your camera issue before taking the exam. During the environment check, you must scan and give a clear video of your work area. No outside resources may be in your work area, including, but not limited to cell phones, books, notes, tablets, iPods, headphones, music, television, or people are allowed while taking your exam. As much as possible your testing environment should be quiet and distraction-free. You may only use one monitor and you must look face forward for the entire exam. Failure to perform the room scan properly may result in a violation of exam procedures and failure of the exam.

- Students should pick up and slowly tilt/pan their webcam, or laptop camera, so a video can be made of the area around their computer.
- If using a desktop or laptop computer with a built-in camera (like on many Macs), students must use a mirror to show the edges of their computer monitor.
- Students must ensure that they have recorded all 360 degrees of their environment and desk area. This includes the areas besides, behind, under, and above the computer.
- When using a mirror to scan the environment, scan very slowly so that the recording can capture an image and record the environment clearly.

Quiz/Exam Review Policy

All graduate nursing students are eligible to review their quizzes. Students may review exam content with the course instructor by scheduling a virtual appointment. During this appointment areas of weakness can be discussed but the quiz/exam will not be visible. Students may visit the college to review physical quiz/exam by appointment only. The primary purpose of the quiz review is to provide an opportunity for students to receive feedback on items answered incorrectly and for faculty to review concepts/questions that most students missed.

- Quiz reviews are conducted by appointment only between the hours of 9:00 a.m.- 3:00 p.m. Appointments will be scheduled for 30 minutes.
- Quiz review sessions are completed under the supervision of a representative of the Department of Nursing.
- Students are not allowed to use writing materials, notes, or ask questions during the exam review.
- The use of iPhones, camera phones, and other electronic devices will not be allowed.
- Multiple reviews of the same exam will not be scheduled.
- **Students may not challenge the validity of quiz items. It is not a confrontational setting. Any student who violates this rule will be asked to at once leave the review session.**

If you travel out of the country, you may encounter difficulties taking quizzes and exams. If you know you will be away, it is best to plan to take the exam early, before you leave. However, if taking the exam early is not an option, here are a few things to do to ensure you will have a high-quality experience.

1. Notify STU OIT's helpdesk, helpdesk@stu.edu, of the country you will be visiting at least two weeks prior to your departure date.
 - a. Let them know where you will be.
 - b. Include the time period (from when to when) you will be there.
2. Once you reach your destination, take the practice quiz to guarantee you have access to both Canvas and Respondus LockDown Browser and Monitor.
3. Let your instructor know in advance that you will be out of the country and that you will be doing steps one and two.

The university is not liable for any loss of internet connectivity or related issues that may occur during an online exam. While the university strives to provide a seamless exam experience, students are ultimately responsible for their own internet connection and the potential impact it may have on their exams. We are not responsible for any internet connectivity. It is the student's responsibility to confirm they will be successful in the attempt to take the test. If the exam is not completed a second attempt will not be allowed.

Impaired Student Nurse Policy

The Alcohol, Tobacco, and Other Drug Policy (ATOD) of STU is designed to promote a healthy lifestyle. The purpose of the ATOD is to protect the health and welfare of all STU students through education, monitoring, intervention, and punitive and rehabilitative measures when deemed appropriate. The goal of the College of Nursing at St. Thomas University is to create a drug-free and smoke-free environment by reinforcing the ATOD policy to ensure that all nursing students:

- do not violate the policy,
- remain healthy, and
- practice safely

Therefore, all students enrolled in the College of Nursing at STU are strictly prohibited from possessing or being under the influence of alcohol or illegal drugs while on campus and/or engaged in any clinical activity. All nursing students at STU are prohibited from being under the influence of alcohol or drugs while taking part in on-campus activities. Any student found in violation of the ATOD policy may be subject to disciplinary action up to and including discharge from the College of Nursing as set forth under the Student Code of Conduct, the ATOD policy and/or other STU or the College of Nursing's rules and regulations.

Drug and Alcohol Possession and Use Policy

St. Thomas University is a student-centered learning environment committed to inspiring students and creating global leaders for life. As such, the College of Nursing believes that the use of alcohol, controlled substances or any other illicit drugs is inconsistent with the expected behavior. The student engaged in clinical activities is prohibited to use, consume, transport,

promote, or sell alcohol, drugs, or drug paraphernalia while on campus, at a clinical site, or while engaged in clinical activities in the simulation lab or classroom at STU.

The student may not report to STU classroom, simulation lab, or the premises of clinical sites or remain on duty, engage in any classroom and/or clinical activities while under the influence of or impaired by alcohol or drugs, to any degree.

The following circumstances may constitute exceptions to this policy:

- In circumstances that a student is prescribed medications to manage medical conditions, the use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia is not prohibited by this policy, if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken at the prescribed or authorized dosage; provided that use of the drug and/or drug paraphernalia does not interfere with the safe and efficient performance of the student's clinical activities.

Procedures: Failure to comply with the procedures set forth herein may result in serious consequences for the student's ability to complete the College of Nursing and clinical rotation. St. Thomas University reserves the right to randomly request a drug test at the student's expense.

To assure compliance with this policy and as a condition of continuing to participate in clinical activities and/or a clinical rotation, students are required to cooperate with the procedures outlined herein, including drug and alcohol testing. The tests may be administered upon a finding of reasonable suspicion that a student has used drugs or alcohol while engaged in clinical activities. Reasonable suspicion shall be determined by faculty, supervising faculty, based upon various factors, including but are not limited to observation of signs or symptoms commonly associated with intoxication.

When a finding of reasonable suspicion is made, the following steps will be implemented:

- The faculty shall instruct the student to leave the clinical area and address the student in private to discuss the observed behaviors.
- The faculty will inquire whether the student has used drugs or alcohol and the details of such use.
- The faculty shall consult with the College of Nursing director, who shall decide whether to refer the student for drug and alcohol testing.

If the decision is to send the student for testing, the student shall be notified that he or she will be tested for the presence of drugs and/or alcohol. A student who refuses to undergo testing shall be presumed to have violated this policy.

In the case of a positive test, the student shall be contacted by the associate dean and/or the program director, who shall determine whether there is a legitimate explanation for the test result being positive.

If there are no legitimate explanations, the student shall be counseled, offered psychological counseling, and an official warning shall be issued for the first offense. If the student's behaviors persist and there is a second offense, the student shall be expelled from the program. The faculty of STU will make reasonable efforts to maintain confidentiality in the administrative handling of matters relating to student alcohol and drugs testing and test results. A written report documenting the observed student behaviors and measures taken will remain in the student's academic record.

Post-Illness Return to College and Clinic

Any student enrolled in the College of Nursing at STU returning to college or clinical due to an illness or surgical procedure must provide written documentation from a licensed MD, DO, APRN, PA that returning to school and clinical activities without restrictions will not impact their recovery. The documentation verification must be submitted on the practitioner's official letterhead stationery and must include the dates for which the students could not attend class or clinical. In these instances, the practitioner will be contacted to verify the students' absences. A student with a cast or crutches will be required to follow STU or clinical site institution's policy.

Student Pregnancy Policy

A student who is pregnant should consult with her faculty before going to clinical rotation. Both the student and supervising faculty are responsible for inquiring and be aware about clinical site policies related to pregnant individuals, such as not entering where radiation therapy is being administered and potential risks for bodily harm such as communicable diseases, strenuous activity, and exposure to toxic substances. St. Thomas University, the College of Nursing of STU nor its affiliating clinical sites assume responsibility for any harm that might occur to a pregnant student or a fetus. It is the pregnant student's responsibility to be aware of the potential risks to some learning experiences and ensure her safety.

Use of Electronic Devices/Social Media Policy

The College of Nursing recognizes the growing trend of modern technology, such as student possession of the cellular phone and other electronic devices with video, camera, or voice recording capabilities. In support of everyone's reasonable expectation of privacy, the copyright, and intellectual property laws, the use of these cellular phone features by STU students must be in conjunction with express consent. Students are expressly forbidden to videotape, photograph, or voice record subjects or venues while in the clinical or classroom setting, without the subject's express consent or venue being photographed or recorded. This policy is designated to establish guidelines for appropriate and professional use of electronic devices such as cell phones, smartphones, tablets, and computers during class or clinical by nursing students. Students **must adhere to the clinical site policies and this nursing policy regarding the use of electronic devices and social media in clinical settings, classrooms, nursing skills, and simulation labs.**

If electronic devices are approved for use in the classroom or clinical site, the following restrictions apply:

- Electronic devices are limited to academic purposes as approved by each faculty, supervising clinical faculty, or preceptor.
- Electronic devices must be kept on "silent" or "vibrate" mode while in use.
- Prolonged electronic devices for personal communication (e.g. email, text, social media) or other personal reasons unrelated to clinical are strictly prohibited.
- Students are responsible for adhering to the federal Health Insurance Portability and Accountability Act (HIPAA) and Information Technology for Economic and Clinical Health (HITECH) regulations regarding protected health information.

- Students are expected to be knowledgeable of hospital and clinical site policies relevant to state and federal laws and professional standards about patient privacy and confidentiality and their application to social media and electronic media.
- Students must promptly report to faculty any identifiable breach of confidentiality of privacy.
- Students may not transmit to any patient data or image that violates the patient's rights to privacy and confidentiality and/or to embarrass or degrade the patient and/or family members to any electronic media.
- Students are prohibited from using social media during class and clinical hours or at any time on the premises of STU and clinical site's equipment or property.
- Students are prohibited from downloading or store any confidential patient information on a personal electronic device.

Procedures for Failure to Comply: Any student who uses his or her cellular phone to violate a reasonable expectation of privacy of others or produce any media as a result of the cellular phone capabilities without express consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action that may result in confiscation of the cellular phone and referral to Judicial Affairs as a violation of the STU's Community Standards. The following sanction may apply:

- For any student who violates the electronic devices and social media policy, the College of Nursing may take action to dismiss the student from the program.
- Students may be held personally liable for proprietary, defamatory or libelous material posted on any form of social media.
- Students will face sanctions for posting materials that are defamatory, profane, threatening, harassing, hateful or humiliating to patients, students, hospital staff, preceptors, nurses, STU faculty, and staff.
- Sanction consistent with STU policy will be determined by the nursing faculty and/or the appropriate nursing administrator.
- Improper use of social media may result in being sued for defamation, invasion of privacy or harassment. Occurrences of inappropriate use of social and electronic media for licensure.

Religious Policy

St. Thomas University is committed to providing reasonable accommodations for the sincerely held religious beliefs and practices of students unless doing so would cause significant difficulty or expense to the University. Social, political, economic philosophies, or personal preferences, are not considered to be "religious" beliefs. Further, nothing in this policy shall require St. Thomas University to act in a manner contrary to the beliefs and teachings of the Catholic Church, the Archdiocese of Miami, or the University's mission as a Catholic institution or to diminish its rights as a religious organization.

Disability Statement

St. Thomas University welcomes students with disabilities into the university's educational programs. It is the intent of St. Thomas University, consistently with its obligations under the

Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, to ensure equal access to quality education for its diverse student population. The Academic Enhancement Center (AEC) provides auxiliary aids and services, guidance, and other appropriate academic assistance to students with disabilities.

Students with special learning needs should contact the St. Thomas University Office of Academic Enhancement Center (AEC) to make appropriate accommodations. If students need special assistance or consideration, they should alert the professor at the beginning of the term with a written document from the Office AEC describing the nature of the special need. Students with disabilities should contact Ms. Janae Thomas, Associate Director, Accessibility Student Services, by phone at 305-625-6000 ext. 6601, email jthomas28435b@stu.edu. More information can be obtained at <https://www.stu.edu/academics/academic-enhancement-center/disabled-student-academic-services/>

Grievance Policy

Students Grievances

St. Thomas University College of Nursing defines formal complaints as grievances or concerns raised by students regarding academic or administrative matters. There are two types of Grievances: *Academic Grievances* and *Non-Academic Grievances* (Please see Appendix A).

Academic Grievances: include student issues/complaints about course grade(s) or the method(s) of evaluation or progression.

Non-Academic Grievances: refer to concerns and complaints that are unrelated to academic performance, coursework, or grading. This policy ensures that students have a clear, fair, and efficient process for resolving such issues.

Non-academic grievances may include, but are not limited to:

Discrimination and Harassment: Issues involving unfair treatment or harassment based on race, gender, religion, sexual orientation, disability, or other protected characteristics.

Bullying: Instances of intimidation, coercion, or threats by peers, faculty, or staff.

Professional Misconduct: Unprofessional behavior by faculty, staff, or peers that impacts the learning environment.

Administrative Concerns: Issues related to administrative processes such as registration, scheduling, financial aid, or facilities.

Accommodation and Accessibility: Problems related to the provision of accommodation for disabilities or other special needs.

Health and Safety: Concerns regarding the physical safety or health conditions within the institution's facilities.

**Academic Grievances are reported to and addressed by the Nursing Academic Integrity Committee (NAIC) and Non-Academic Grievances are reported to and addressed by the Nursing Student Affairs Committee (NSAC) with the Program Director(s) involvement (Please see Appendix A).*

Non-Academic Grievances

1. When student's issues/complaints involve incidences other than academic matters such as a grade dispute/appeal in a course, the student should report the issue to the Program Director (PD). Within five (5) business days, the Program Director must discuss, in private, the charges and evidence with the student. The PD will document their decision in writing to the student.
2. If the student is dissatisfied with the Program Director's decision, the student may file an official appeal to the College's Nursing Student Affairs Committee (NSAC).
3. Within ten (10) business days after receiving the student's appeal, the Nursing Student Affairs Committee will convene to review the case details. Once the committee reaches a consensus and a final decision, a written notification is sent to the students, the instructor, the Program Director, and the Dean.

Academic Grievances (Please see Appendix A).

It is assumed that most grievances will be resolved in conversation between students and their professor. Nursing academic appeal of a failing grade must be initiated NO LATER than 30 days after the end of the semester or term in which the grade was received. Requests for an appeal filed after the 30-day deadline will be automatically rejected from consideration.

1. The student must discuss the grade with the course instructor first and attempt to resolve any differences.
2. If the student does not agree with the instructor's decision, the student will need to discuss the issue with the Program Director.
3. If the student does not agree with the Program Director's decision, the student can file an appeal by completing the appeal form and submitting it in writing to the Nursing Academic Integrity Committee (NAIC). This appeal should include the specific reasons why the grade should be reviewed.
4. The Program Director will inform both the Dean of Nursing and the VP of Student Affairs of the impending situation if the matter is related to scholastic integrity.
5. The Program Director will submit the *Maxient Form* obtained from the office of the VP of Student Affairs if the matter is related to scholastic integrity.

6. Within ten (10) business days, the NAIC Committee will make a decision after evaluating the appeal for legitimacy of contributing factors and adequacy of the proposed plan of action to address the contributing factors that would enable the student to be successful in repeating the course and in future courses.
7. Possible actions made by the NAIC committee include: (a) approval of the appeal, (b) approval of the appeal with added requirements, (c) request revision of the appeal and/or action plan, (d) request for additional information from the student, faculty, or academic advisor, or (e) denial of the appeal. Any additional information or revisions needed may delay progression in the program.
8. The student, faculty, academic advisor, and the Dean of Nursing will be notified in writing within three (3) business days of the committee decision.

Informal Process of Addressing Student Grievances (Please see Appendix B)

Students charging an instructor with prejudiced, capricious, or unfair academic appraisal (e.g., grading, assessment, evaluation, examination, judgment) shall notify and discuss the complaint with the instructor first without fear of retaliation.

If the problem remains unresolved after the first meeting with the instructor, the student should notify and discuss the complaint with the Program Director. At the Program Director's discretion, a meeting may occur with the student, instructor, and the Program Director. Upon receipt of the complaint the PD should attempt to offer resolution of the complaint within a reasonable time, but no more than five (5) business days. Any resolution will be provided in writing to the student.

If there is no resolution, the student may file a **formal grievance hearing request**. The student must submit in writing to the Program Director and to the chairs of the *Nursing Student's Affairs Committee Chair (Nonacademic Grievance)/Nursing Academic Integrity Committee Chair (Academic Grievances)* their intent of filing a formal grievance hearing request.

Formal Process of Addressing Student Grievances (Please see Appendix B)

1. Within five (5) business days of the students' formal grievance hearing request, the student and instructor have the right to meet individually with the Program Director to review the formal grievance procedures and answer any process related questions.
2. Within ten (10) business days of the notification identifying, the Program Director will meet with the Dean and the VP of Student Affairs to discuss the complaint's details. This meeting marks the first step of the University's formal process of grievances.
3. Within fifteen (15) business days of the initial notification, the Dean and the VP of Student Affairs will schedule a meeting with the student, instructor, and the PD. The Dean and the VP of Student Affairs are charged with determining, based on a review of all documents available and individual accounts presented during the hearing, if they believe more likely than not that prejudice, capricious or unfair academic appraisal has occurred.

4. If the student remains dissatisfied with the Dean and the VP of student Affairs' decision, the student will have the right to appeal the decision in writing (within 30 calendar days) to the University's Academic Disciplinary Committee and to have a hearing with the Dean present or anyone else the Committee Chairperson deems appropriate. All parties will be afforded the opportunity to present evidence and argument on all issues involved. The decision of the Academic Disciplinary Committee is final and cannot be appealed further.

Protection from Retaliation: Students who file a grievance in good faith are protected from retaliation. Any form of retaliation will be considered a serious violation of this policy and will be subject to disciplinary action.

**All documentation related to grievances, investigations, and resolutions will be kept on file for a minimum of five years.*

Early Priority Registration (New Policy): To ensure timely progression through the program and minimize delays in graduation. Students who are in good standing academically are eligible to early priority registration in subsequent courses before final grades are released for the previous course. However, students must meet the following criteria:

- Students requesting early registration must be in good academic standing in accordance with STU College of Nursing policies. All prior courses must have been successfully completed with a grade of "B" (83%) or better.
- Students understand that this registration is considered a **conditional registration** till the final grades are released with the understanding that registration may be adjusted based on academic performance. If a student does not pass a course, once the final grades are posted, the student conditional registration will be placed on hold and denied further progression. Consequently, the student will need to repeat the failed course.
- Students must submit a request for early priority registration to the Program Director before the deadline for registration as outlined by the registrar's offices for each semester.
- Students must receive prior approval for early priority registration from the Program Director.
- All students have equitable access to early priority registration based on factors such as course and faculty availability, class size limitations, and scheduling conflicts.
- Early priority registration applies for certain groups (e.g., graduating students, or students with disabilities).
- Students must meet any prerequisites or corequisites for the courses they wish to register for.
- If a student request for early priority registration is denied, the student can file an appeal to the NAIC for further review.

**All requests for early Priority registrations will be saved electronically by the College of Nursing.*

Completion of Registration, Financial Aid, and Business Office Tasks Policy

Overview:

To ensure a smooth academic experience at St. Thomas University, students are required to complete all pending tasks related to Registration, Financial Aid, and the Business Office by the start of each term. This policy outlines the responsibilities of students and the potential consequences of non-compliance.

Policy Details:

1. Completion of Tasks:

- Students must ensure that all tasks with Registration, Financial Aid, and the Business Office are completed prior to the beginning of the term.

2. Consequences of Non-Compliance:

- **Course Removal:** Failure to complete the necessary tasks may result in removal from courses.
- **Missed Coursework:** If removed from a course, students may miss coursework, discussions, or assignments.
 - **Instructor Discretion:** Extensions for missed coursework are at the discretion of the instructor.
 - **Quizzes and Exams:** Students who miss quizzes or exams due to removal will not be granted the opportunity to make them up. This will have a significant impact on their course performance.

3. Important Dates:

- Students are responsible for reviewing the university's academic calendar for critical dates such as add/drop and withdrawal deadlines. The academic calendar can be accessed here: [St. Thomas University Academic Calendar](#)

4. Contact Information:

- For assistance with registration, financial aid, or business office tasks, students can contact the relevant offices:
 - **Registration:**
 - **Student Success Center:**
Email: studentsuccesscenter@stu.edu
Phone: (305) 474-6900
 - **Nursing:**
Email: nursing@stu.edu
Phone: (305) 474-6823
 - **Financial Aid:**
 - Email: financialaid@stu.edu
Phone: (305) 474-6960
 - **Business Office:**
 - Email: businessoffice@stu.edu
Phone: (305) 474-6977

Implementation:

This policy is effective immediately and applies to all students enrolled in courses at St. Thomas University. Compliance with this policy is mandatory to ensure uninterrupted academic progress and success.

By adhering to this policy, students can avoid unnecessary disruptions in their education and maintain their academic standing.

GRADUATE COLLEGE OF NURSING CURRICULUM

Curriculum Sample MSN Accelerated:

Full Time

Term	Spring 1	Spring 2	Summer 1	Summer 2	Fall 1
Month	Jan-Feb	Mar – Apr	May – Jun	Jul – Aug	Sep – Oct
Weeks	7	7	7	7	7
Courses Taken	NUR 512 NUR 502	NUR 600 NUR 501	NUR 506 NUR 505	NUR 504 NUR 601	NUR 602 NUR 603

Part Time

Term	Spring 1	Spring 2	Summer 1	Summer 2	Fall 1	Fall 2	Spring 1	Spring 2	Summer 1	Summer 1
Month	Jan-Feb	Mar – Apr	May – Jun	Jul – Aug	Sep – Oct	Nov - Dec	Jan-Feb	Mar – Apr	May – Jun	July-Aug
Weeks	7	7	7	7	7	7	7	7	6	6
Courses Taken	NUR 512	NUR 502	NUR 600	NUR 501	NUR 506	NUR 505	NUR 504	NUR 601	NUR 602	NUR 603

Note these are examples plans, and may differ depending on your start date



Curriculum Sample PMHNP

Term	Spring 1	Spring 2	Summer 1	Summer 2	Fall 1	Fall 2	Spring 1	Spring 2	Summer 1	Summer 1	
Month	Jan-Feb	Mar–Apr	May–Jun	Jul–Aug	Sep–Oct	Nov–Dec	Jan-Feb	Mar–Apr	May–Jun	May–Jun	
Weeks	7	7	6	6	7	7	7	7	6	6	
Courses Taken	NUR 512 NUR 502	NUR 600 NUR 501	NUR 530 NUR 505	NUR 520	NUR 504 NUR 506	NUR 620 NUR 620CL	NUR 630 NUR 630CL	NUR 640 NUR 640CL	NUR 650 NUR 650CL	NUR670	

MSN - PMHNP

Term	Spring 1	Spring 2	Summer 1	Summer 2	Fall 1	Fall 2	Spring 1	Spring 2	Summer 1
Month	Jan-Feb	Mar–Apr	May–Jun	Jul–Aug	Sep–Oct	Nov–Dec	Jan-Feb	Mar–Apr	May–Jun
Weeks	7	7	6	6	7	7	7	7	6
Courses Taken	NUR 512 NUR 502	NUR 600	NUR 530	NUR 520	NUR 504	NUR 620 NUR 620CL	NUR 630 NUR 630CL	NUR 640 NUR 640CL	NUR 650 NUR 650CL

Post-Master Certificate
PMHNP

Term	Spring 1	Spring 2	Summer 1	Summer 2	Fall 1	Fall 2
Month	Jan-Feb	Mar–Apr	May–Jun	Jul–Aug	Sep–Oct	Nov–Dec
Weeks	7	7	6	6	7	7
Courses Taken	NUR 530	NUR 520	NUR 620 NUR 620CL	NUR 630 NUR 630CL	NUR 640 NUR 640CL	NUR 650 NUR 650CL

Advanced Post-Master Certificate PMHNP

Note these are example plans, and may differ depending on your start date



Curriculum Sample FNP

MSN - FNP

Term	Spring 1	Spring 2	Summer 1	Summer 2	Fall 1	Fall 2	Spring 1	Spring 2	Summer 1
Month	Jan-Feb	Mar-Apr	May-Jun	Jul-Aug	Sep-Oct	Nov-Dec	Jan-Feb	Mar-Apr	May-Jun
Weeks	7	7	6	6	7	7	7	7	6
Courses Taken	NUR 512 NUR 502	NUR 600 NUR 501	NUR 506 NUR 505	NUR 504 NUR 601	NUR 509 NUR 509CLN	NUR 514 NUR 514CLN	NUR 507 NUR 507CLN	NUR 612 NUR 612CL	NUR 611

Post-Master Certificate FNP

Term	Spring 1	Spring 2	Summer 1	Summer 2	Fall 1	Fall 2	Spring 1	
Month	Jan-Feb	Mar-Apr	May-Jun	Jul-Aug	Sep-Oct	Nov-Dec	Jan-Feb	
Weeks	7	7	6	6	7	7	7	
Courses Taken	NUR 512 NUR 502	NUR 600	NUR 504	NUR 509	NUR 514 NUR 509CLN	NUR 514CLN	NUR 507 NUR 507CLN	NUR 612 NUR 612CL

Advanced Post-Master Certificate FNP

Term	Spring 1	Spring 2	Summer 1	Summer 2
Month	Jan-Feb	Mar-Apr	May-Jun	Jul-Aug
Weeks	7	7	6	6
Courses Taken	NUR 509	NUR 514 NUR 509CLN	NUR 507 NUR 514CLN	NUR 612 NUR 507CLN

Note these are example plans, and may differ depending on your start date



Curriculum Sample AGNP:

Term	Spring 1	Spring 2	Summer 1	Summer 2	Fall 1	Fall 2	Spring 1	Spring 2	Summer 1
Month	Jan-Feb	Mar-Apr	May-Jun	Jul-Aug	Sep-Oct	Nov-Dec	Jan-Feb	Mar-Apr	May-Jun
Weeks	7	7	6	6	7	7	7	7	6
Courses Taken	NUR 512 NUR 502	NUR 600 NUR 501	NUR 506 NUR 505	NUR 504 NUR 601	NUR 625 NUR 625CL	NUR 635 NUR 635CL	NUR 645 NUR 645CL	NUR 655 NUR 655CL	NUR 675

Note these are example plans, and may differ depending on your start date



Curriculum Sample DNP

Term	Spring 1	Spring 2	Summer 1	Summer 2	Fall 1	Fall 2	Spring 1	Spring 2	Summer 1	Summer 2	Fall 1	Fall 2	Spring 1
Month	Jan-Feb	Mar–Apr	May–Jun	Jul–Aug	Sep–Oct	Nov–Dec	Jan-Feb	Mar–Apr	May–Jun	Jul–Aug	Sep–Oct	Nov–Dec	Jan-Feb
Weeks	7	7	6	6	7	7	7	7	6	6	7	7	7
Courses Taken	1 Course	Course	1 Course	1 Course	1 Course	1 Course	1 Course	1 Course	1 Course	1 Course	1 Course	1 Course	1 Course Specialty

Note these are example plans, and may differ depending on your start date



GRADUATE COURSES

Course Number	Course Title	Credit
NUR 002	Graduate Orientation Course	0
NUR 501	Philosophical, Theoretical Evidence Based Nursing Practice	3
NUR 502	Advanced Pathophysiology	3
NUR 504	Advanced Health Assessment and Differential Diagnosis	3
NUR 505	Diversity in Advanced Health Practice	3
NUR 506	Influencing Health Policy	3
NUR 602	Advanced Nursing Leadership	3
NUR 603	Advanced Nursing Practicum	3

NUR 507	Advanced Family Nurse Practitioner I: Children & Families	3
NUR 507CL	Advanced Family Nurse Practitioner: Clinical I	2
NUR 509	Advanced Family Nurse Practitioner: Adults	3
NUR 509CL	Advanced Family Nurse Practitioner: Clinical III	2
NUR 512	Role Transition to Advanced Practice Nursing	3
NUR 514	Advanced Family Nurse Practitioner: Women's Health	3
NUR 514CL	Advanced Family Nurse Practitioner: Clinical II	2
NUR 520	Psychopharmacology	3
NUR 530	Psychopathology	3
NUR 600	Clinical Pharmacology	3
NUR 601	Health Promotion and Disease Prevention	3
NUR 611	Advanced Practice Nursing Integration Practicum	3
NUR 612	Adult Gerontology Acute	3
NUR 612CL	Advanced Family Nurse Practitioner: Clinical IV	2
NUR 620	Psychiatric Management I	3
NUR620 CL	Psychiatric Management I	3
NUR 625	Adult-Gerontology I	3
NUR 625CL	Adult-Gerontology I	3
NUR 630	Psychiatric Management II	3
NUR 630CL	Psychiatric Management II	3
NUR 635	Adult-Gerontology II	3
NUR 635CL	Adult-Gerontology II	3
NUR 640	Psychiatric Management III	3
NUR 640CL	Psychiatric Management III	3
NUR 645	Adult-Gerontology III	3

NUR 645CL	Adult-Gerontology III	3
NUR 650	Psychiatric Management IV	3
NUR 650CL	Psychiatric Management IV	3
NUR 655	Adult-Gerontology IV	3
NUR 655CL	Adult-Gerontology IV	3
NUR 670	Psychiatric Mental Health Nurse Practitioner Integration Practicum	3
NUR 675	Adult-Gero NP Integration	3
NUR 800	Evidence Appraisal	3
NUR 810	Transformational Leadership	3
NUR 820	Applied Advanced Research and Nursing	3
NUR 830	Information Technology and Nursing Implications	3
NUR 840	Health Care Policy	3
NUR 850	Population Health in Nursing	3
NUR 860	Quantitative Research	3
NUR 870	Qualitative Research	3
NUR 880	Quality Improvement in Health Care	3
NUR 900	Practicum Project Proposal	3
NUR 910	DNP Practicum I	3
NUR 920	DNP Practicum II	3
NUR 930	DNP Practicum III	3

ACADEMIC SUCCESS

Class preparation/Self-study

Students are expected, at a minimum, to read all assigned readings that correlate with the weekly topic. Students will be responsible for and tested on the content of the readings, which may require several hours of self-study each week.

Lectures, presentations, in-class discussions, and guest lectures are designed to direct the student's self-study area. Without devoted time outside the classroom for self-study and reinforcement of concepts, it will be difficult for the student to be successful.

Expectations

Faculty should explain expectations regarding format for papers, penalties for late work, and anything that may be important to students. Students are expected to read ahead, come prepared to class and come prepared to participate in the skills lab.

College of Nursing's Grading Scale

For graduate nursing students, the grades of A, A-, B+, B, B-, C+, C, C-, D+, D, and F indicate a gradation in quality from excellence to failure and are assigned the following grade-point equivalents:

STU Graduate College of Nursing Grading Scale

Grade	Grade Point Average (GPA) Equivalent	STU DON Grading Scale
A	4.00	93-100
A-	3.67	90-92
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	73-76
C-	1.67	70-72
D+	1.33	67-69
D	1.00	60-66
F	0	59 or Less

GRADUATE NURSING STUDENTS MUST PASS WITH "B" OR GREATER IN DIDACTIC COURSES.

GRADUATE NURSING STUDENTS MUST PASS WITH “P” FOR PASS IN CLINICAL COURSES.

GRADUATE COURSE PROGRESSION

The purpose of the nursing course examination policy is to provide a consistent method of calculating individual grades that is fair and equitable for all students in all courses in the College of Nursing.

Make-up Quiz/Exam Policy

Students are expected to complete all assignments and examinations when scheduled. Therefore, make-up exams should only be necessary for emergencies, illness, or religious obligations. If an emergency arises and a student cannot take a scheduled exam, it is the student's responsibility to notify the faculty member 48 hours in advance. If a student misses an exam for a legitimate emergency or illness, written documentation of the illness by a health care provider must be provided to the course faculty for approval. Once approved, the student must complete the make-up exam within one week of the original exam date or one week after the course faculty's approval, whichever is sooner.

Incomplete Grade Policy

Purpose:

An Incomplete "I" is a temporary grade that may be offered to a student at the instructor's discretion when all the course requirements are not met before the end of the term due to extenuating circumstances. Examples of extenuating circumstances may include, but are not limited to: sudden illness, death in the immediate family, significant job change, etc.

Procedure:

As an exception, students may receive an incomplete grade due to extenuating circumstances that prevented the student from completing course assignments or clinical hours before the end of a term.

An incomplete grade may be issued if the student has 1) completed a significant portion (more than 50%) of the coursework, 2) The student must be passing the course with a grade of “B” (83%) or better for the graduate nursing programs and a “C+” (77%) or better for the undergraduate nursing programs, when the Incomplete is requested. The Incomplete Course Acknowledgement Form must be signed by the student and faculty member and submitted to the School of Nursing and Program Director. The Incomplete Course Acknowledgement Form shall include detailed information regarding the work that must be completed, a final deadline for completion of said work (not to exceed one seven-week period), and the grade to be issued if the work is not completed by the deadline.

A student may not progress from a non-clinical course to a clinical course, from a clinical course to an integration course, or graduate with an outstanding Incomplete grade. Once the student has met the Incomplete Course Acknowledgement Form terms, the faculty member will convert the Incomplete to the

final grade earned. If the Incomplete Course Acknowledgement Form terms are not met, the grade will automatically convert to an F (Fail) or NP (Not Pass) grade.

The instructor will document with the student in Canvas the circumstances and conditions of the Incomplete agreement. The instructor will record in writing, and file with the Registrar, the work that must be completed for a final grade, the time frame for completion, and the grade that will be assigned if the work is not completed. It is the student's responsibility to plan with the instructor for the timely completion of this work.

All incomplete work must be completed by the Completion Due Date, or they automatically convert to an "F" and the course will need to be repeated. (If this is a second failure, removal from the program will proceed)

- The student is financially responsible for all costs incurred from the incomplete work turning to an "F".
- If the course has a co-requisite, students will repeat the incomplete course that turned into an 'F' and the co-requisite course.
- The student must complete the incomplete work with the professor of record unless that professor is no longer serving the University. In that circumstance, the Program Director/Dean will assign an appropriate member of the faculty.
- All incomplete work must be completed by the end date of the following semester as posted in the academic calendar (e.g., Fall incomplete work completed by the end of the Spring semester, Spring incompletes by the end of the fall semester, summer incompletes by the end of the Fall semester) or they automatically convert to an "F".
- Students with an incomplete grade in the semester of graduation will result in the postponement of graduation.
- Students with an incomplete grade are ineligible for early/priority registration.

[Incomplete Grade Acknowledgement Form.docx](#)

Early Priority Registration

To ensure timely progression through the program and minimize delays in graduation. Students who are in good standing academically are eligible to early priority registration in subsequent courses before final grades are released for the previous course. However, students must meet the following criteria:

- Students requesting early registration must be in good academic standing in accordance with STU College of Nursing policies. All prior courses must have been successfully completed with a grade of "B" (83%) or better.
- Students understand that this registration is considered a conditional registration till the final grades are released with the understanding that registration may be adjusted based on academic performance. If a student does not pass a course, once the final grades are posted, the student conditional registration will be placed on hold and denied further progression. Consequently, the student will need to repeat the failed course.

- Students must submit a request for early priority registration to the Program Director before the deadline for registration as outlined by the registrar's offices for each semester.
- Students must receive prior approval for early priority registration from the Program Director.
- All students have equitable access to early priority registration based on factors such as course and faculty availability, class size limitations, and scheduling conflicts.
- Early priority registration applies for certain groups (e.g., graduating students, or students with disabilities).
- Students must meet any prerequisites or corequisites for the courses they wish to register for.
- If a student request for early priority registration is denied, the student can file an appeal to the NAIC for further review.

Course Progression

Students must successfully pass a term to successfully progress to the next. At the program director's discretion, students may be allowed to enroll in the subsequent course even if they register before obtaining the grade for a prerequisite course. The student understands that failing to obtain the required grade may result in failing the course, necessitating the need to retake the unsuccessful course.

Students are required to complete a total of 500 clinical hours to graduate from any of the MSN programs. There are 4 clinical courses that require 125 direct patient contact clinical hours for each course. Clinical courses are delivered over a 7-week period in the Fall and Spring and 6 weeks in Summer. All required clinical hours must be completed and submitted before the end of each course.

The grade of Incomplete (I) may be given in a course at the sole discretion of the professor in unusual and exceptional circumstances.

The following conditions apply to students who are offered an incomplete grade contract:

- Students with an incomplete grade in a core course cannot progress to a clinical course.
- Students with an incomplete grade in a clinical course cannot progress to the integration course.

Graduate nursing students must maintain a minimum grade of **83%** or higher to successfully complete the course. In addition, students must successfully pass a term and or term to progress to the next successfully.

Graduate nursing students are required to achieve a minimum final course grade of 83% to complete the course successfully. Also, graduate nursing students are required to achieve a clinical course grade of "P" (Pass) to complete the clinical course successfully. If an MSN or DNP student does not attain an 83% as an average for all test/exams, case studies, quizzes and assignments, the student will receive an earned letter grade consistent with the average scores for the course and may not progress to the next core course. If an MSN or DNP student does not attain an 83% as an average for all clinical assignments, the student will receive an earned letter grade of "NP" (No Pass). In addition, students are accountable for all course-specific evaluation methods such as quizzes, papers, presentations, etc.

Students who receive a grade of “B-” or less on a course must repeat that course. Students who receive a grade of “NP” on a clinical course must repeat that course. However, a student can only repeat that course once. Failure of the same course or another course will result in dismissal from the program. A student who fails either the theory or the clinical portion of the course fails the didactic and clinical course and must repeat both parts once the course is offered again. Students must successfully pass a term to progress to the next successfully.

For clinical courses, students must fulfill 125 direct contact clinical hours to pass the course successfully. These hands-on experiences are invaluable in developing your skills and knowledge, providing real-world exposure, and preparing you for your advanced nursing practice. Failure to complete the required 125 direct contact clinical hours will result in an NP (No Pass) course grade, preventing you from progressing further or obtaining course credit.

Exit Exam

Students must take an exit examination and score the minimum required to successfully demonstrate mastery of the content necessary to enter practice as a safe, competent nurse practitioner, and fulfill degree requirements.

Course Failure

Students who receive a grade of “B-” or less on a course must repeat that course. However, a student can only repeat that course once. Failure of the same course or another course will result in dismissal from the program. A student who fails either the theory or the clinical portion of the course fails the entire course. The student must repeat the theory and the clinical portion, including all completed clinical hours.

Students must fulfill 125 direct contact clinical hours to pass the course successfully. These hands-on experiences are invaluable in developing your skills and knowledge, providing real-world exposure, and preparing you for your advanced nursing practice. Failure to complete the required 125 direct contact clinical hours will result in an NP (No Pass) course grade, preventing you from progressing further or obtaining course credit.

Grade Rounding Policy

Purpose: To establish a standardized approach to rounding up grades in the College of Nursing to ensure fairness and consistency in academic evaluation.

Policy Statement: The College of Nursing adheres to a strict grading policy where final course grades are calculated based on the precise numerical average. The following guidelines outline the conditions under which grades may or may not be rounded up.

Guidelines:

1. **Final Grade Calculation:**
 - Final grades are calculated to the hundredth decimal place.
 - For example, a final grade of 89.49 remains 89.49.

2. Rounding Up:
 - Grades will be rounded up only if the final numerical average is 0.50 or higher.
 - o For example, a final grade of 89.50 will be rounded to 90.0.
 - Grades with a final numerical average below 0.50 will not be rounded up.
 - o For example, a final grade of 89.49 will not be rounded to 90.0.
3. Grade Reporting:
 - Instructors will report grades as calculated, adhering strictly to the above rounding policy.
 - Students will be informed of their final grades without any further adjustment.
4. Appeals:
 - Students may appeal their final grade calculation to the Nursing Academic Integrity Committee only if there is a demonstrated error in the calculation process.
 - Appeals based solely on the desire for a higher grade without error in calculation will not be considered.
5. Implementation:
 - This policy is effective from the start of the Fall semester 2024 and will be Reviewed annually.
 - Faculty and staff are responsible for ensuring adherence to this policy.

Course Withdrawal

Authorized Withdrawal

A student may withdraw from a course during the first week of the course by informing the course faculty and communicating with the student's advisor. A "W" granted after the first week of the term reflects a decision on the part of the student, after consultation with the course faculty and advisor, not to be enrolled in a course. Stopping attendance of the registered course does not constitute official withdrawal, just as attending the course does not constitute official registration. Students are allowed a maximum of Four (4) Authorized withdrawals during their tenure at STUCON.

Unauthorized Withdrawal

Dropping or withdrawing from any NUR course after the first week of the start date of the course, or on the University withdrawal deadline date is considered a failure. Therefore, a student is not allowed to drop more than two courses, which are considered two failures during their tenure at STUCON.

Adjustments to tuition and fee charges are made according to the schedule set by the Registrar's Office. Students are advised that withdrawing from a course(s) may have financial implications.

A student must submit a "Course Drop/Withdrawal" to the Student Success Center and the program director that includes documentation confirming extenuating circumstances, including a sufficient explanation of why the student did not seek an incomplete or withdrawal during the term. At no point after the term has ended will a course be removed from a student's record; it will remain on the transcript

and noted as “W”. Students can go to [My Bobcat](#) to fill out the add/drop form with their last date of attendance or follow these steps to withdraw from a course:

Go to www.stu.edu

Click on Current Student

Click on Student Success

Click on Forms to fill out the add/drop form with the last date of attendance.

Leave of Absence (LOA) and Readmission

Graduate students must formally request a Leave of Absence (LOA) if their enrollment intends to lapse by two terms or more. The application must be reviewed by the Academic Integrity Committee and the recommendation made to the Chief Nursing Officer. A student with an LOA who desires to re-enroll in courses after two semesters, must complete a readmission application. Readmission is contingent upon review by the Academic Integrity Committee which will make recommendation to the Dean of Nursing.

There will be no guarantees provided for course sequencing at the time of the leave request. Students maintaining continuous enrollment are given priority. Returning students will be obligated to meet the admission requirements in place at the time of readmission.

Click here for [LOA Form Blank.docx](#)

If a student has taken a leave from their program for one academic year or more, they are required to retake Adv. Pathophysiology, Adv. Pharmacology, and Adv. Health Assessment. However, if a student is on a leave for less than one academic year, they are required to pass the alternative comprehensive diagnostic test with a score of 80% or higher upon their return.

This is to ensure that students have a comprehensive understanding of these critical subjects before progressing further in the program.

Grade Appeals

Nursing academic appeal of a failing grade must be initiated NO LATER than 30 days after the end of the semester or term in which the grade was received. Requests for an appeal filed after the 30-day deadline will be automatically rejected from consideration.

1. The student must discuss the grade with the course instructor and attempt to resolve any differences.
2. If the student does not agree with the instructor’s decision, the student will need to discuss the issue with the Program Director.
3. If the student does not agree with the Program Director’s decision, the student can request an appeal by completing the appeal form and submitting it in writing to the Chair of the Nursing Academic Integrity Committee (NAIC). This appeal should include the specific reasons why the grade should be reviewed.
4. The Program Director will inform both the Dean of Nursing and the VP of Students of the impending situation if the matter is related to scholastic integrity.
5. The Program Director will submit the Maxient form obtained from the office of the VP of Students.

The NAIC Committee will evaluate the appeal for legitimacy of contributing factors and adequacy of the proposed plan of action to address the contributing factors that would enable the student to be successful in repeating the course and in future courses.

Possible actions by the AIC committee include: (a) approval of the appeal, (b) approval of the appeal with added requirements, (c) request revision of the appeal and/or action plan, (d) request for additional information from the student, faculty, or academic advisor, or (e) denial of the appeal. Any additional information or revisions needed may delay progression in the program. The student, faculty, academic advisor, and the Dean of Nursing will be notified in writing within three business days of the committee decision.

The student has the option to challenge the NAIC's decision by submitting an appeal to the Dean of Nursing. This appeal must be submitted within a 30-day period following the decision made by the NAIC Committee on the grade appeal. It is important to note that the Dean's decision is conclusive and cannot be further appealed.

Click here for [Appeal Form.docx](#)

Change of Program Specialty Policy

Students requesting to change program specialty must contact their advisor for further discussion regarding this issue.

- Students must request a change in specialization in writing.
- Students must be in good academic and/or disciplinary standing at the time of the change request.
- The program director will conduct a thorough review of present and past academic outcomes.
- Change in program specialty is made on a space-available basis.
- If the student is eligible, the transfer request will be granted for the following term.
- Delays in graduation or loss of financial aid may occur because of changing program specialty.

Specialization Clinical Courses for the Accelerated MSN Program

Didactic Course	Clinical Course
NUR 603: Advance Nursing Practicum*	NUR 603: Advance Nursing Practicum 60 Clinical Hours Required*

- * The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 505, NUR 506, NUR 512, NUR 600, and NUR 601.

Specialization Clinical Courses for the Adult-Gerontology Nurse Practitioner (AGNP) Program

Didactic Course	Clinical Course
NUR 625: Adult-Gerontology I*	NUR 625CL: Adult-Gerontology: Clinical I 125 Clinical Hours Required*
NUR 635: Adult-Gerontology II*	NUR 635CL: Adult-Gerontology: Clinical II 125 Clinical Hours Required*
NUR 645: Adult- Gerontology III*	NUR 645CL: Adult-Gerontology: Clinical III 125 Clinical Hours Required*
NUR 655: Adult-Gerontology IV*	NUR 655CL: Adult-Gerontology: Clinical IV 125 Clinical Hours Required*
NUR 675: Adult-Gerontology NP Integration*	No Clinical Hours Required

- * NUR 625 This course is a co-requisite of NUR 625 CL. The student must successfully pass NUR 625 CL to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, NUR 512, NUR 600, and NUR 601.
- * NUR 635 This course is a co-requisite of NUR 635 CL. The student must successfully pass NUR 635 to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, NUR 512, NUR 600, and NUR 601.
- * NUR 645 This course is a co-requisite of NUR 645 CL. The student must successfully pass NUR 645 CL to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, NUR 512, NUR 600, and NUR 601.
- * NUR 655 This course is a co-requisite of NUR 655 CL. The student must successfully pass NUR 655 to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, NUR 512, NUR 600, and NUR 601.
- * NUR 675 The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, 512, 600, 601, NUR 625, NUR 625CL, NUR 635, NUR 635CL, NUR 645, NUR 645CL, NUR 655, and NUR 655CL.

Specialization Clinical Courses for the Family Nurse Practitioner (FNP) Program

Didactic Course	Clinical Course
NUR 507: Advanced FNP: Children & Families*	NUR 507CL: Advanced FNP: Clinical I 125 Clinical Hours Required*
NUR 514: Advanced FNP: Women's Health*	NUR 514CL: Advanced FNP: Clinical II 125 Clinical Hours Required*
NUR 509: Advanced FNP: Adults*	NUR 509CL: Advanced FNP: Clinical III 125 Clinical Hours Required*
NUR 612: Advanced FNP: Adult-Gerontology*	NUR 612CL: Advanced FNP: Clinical IV 125 Clinical Hours Required*
NUR 611: Advanced Practice Nursing Integration*	No Clinical Hours Required

- * NUR 507 This course is a co-requisite of NUR 507 CL. The student must successfully pass NUR 507 CL to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, NUR 512, NUR 600, and NUR 601.
- * NUR 507 CL This course is a co-requisite of NUR 507. The student must successfully pass NUR 507 to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, NUR 512, NUR 600, and NUR 601.
- * NUR 509 This course is a co-requisite of NUR 509 CL. The student must successfully pass NUR 509 CL to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, NUR 512, NUR 600, and NUR 601.
- * NUR 509 CL This course is a co-requisite of NUR 509. The student must successfully pass NUR 509 to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, NUR 512, NUR 600, and NUR 601.
- * NUR 514 This course is a co-requisite of NUR 514 CL. The student must successfully pass NUR 514 CL to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, NUR 512, NUR 600, and NUR 601.

- * NUR 514 CL This course is a co-requisite of NUR 514. The student must successfully pass NUR 514 to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, NUR 512, NUR 600, and NUR 601.
- * NUR 612 This course is a co-requisite of NUR 612 CL. The student must successfully pass NUR 612 CL to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, NUR 512, NUR 600, and NUR 601.
- * NUR 612 CL This course is a co-requisite of NUR 612. The student must successfully pass NUR 612 to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, NUR 512, NUR 600, and NUR 601.
- * NUR 611 The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, 512, 600, 601, NUR 507, NUR 507 CL, NUR 509, NUR 509 CL, NUR 514, NUR 514 CL, NUR 514, and NUR 514CL.

Specialization Clinical Courses for the Psychiatric Mental Health Nurse Practitioner (PMHNP) Program

Didactic Course	Clinical Course
NUR 620: Psychiatric Management I*	NUR 620CL: Psychiatric Management I 125 Clinical Hours Required*
NUR 630: Psychiatric Management II *	NUR 630CL: Psychiatric Management II 125 Clinical Hours Required*
NUR 640: Psychiatric Management III *	NUR 640CL: Psychiatric Management III 125 Clinical Hours Required*
NUR 650: Psychiatric Management IV *	NUR 650CL: Psychiatric Management IV 125 Clinical Hours Required*
NUR 670: Advanced Practice Nursing Integration*	No Clinical Hours Required

- * NUR 620 This course is a co-requisite of NUR 620 CL. The student must successfully pass NUR 620 CL to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, NUR 512, NUR 520, NUR 530 and NUR 600.
- * NUR 620 CL This course is a co-requisite of NUR 620. The student must successfully pass NUR 620 to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, NUR 512, NUR 520, NUR 530 and NUR 600.
- * NUR 630 This course is a co-requisite of NUR 630 CL. The student must successfully pass NUR 630 CL to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, NUR 512, NUR 520, 530 and NUR 600.
- * NUR 630 CL This course is a co-requisite of NUR 630. The student must successfully pass NUR 630 to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, NUR 512, NUR 520, NUR 530 and NUR 600.
- * NUR 640 This course is a co-requisite of NUR 640 CL. The student must successfully pass NUR 640 CL to pass this course. The following courses must be taken prior to being

- enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, NUR 512, NUR 520, NUR 530 and NUR 600.
- * NUR 640 CL This course is a co-requisite of NUR 640. The student must successfully pass NUR 640 to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, NUR 512, NUR 520, NUR 530 and NUR 600.
 - * NUR 650 This course is a co-requisite of NUR 650 CL. The student must successfully pass NUR 650 CL to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, NUR 512, NUR 520, NUR 530 and NUR 600.
 - * NUR 650 CL This course is a co-requisite of NUR 650. The student must successfully pass NUR 650 to pass this course. The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, NUR 512, NUR 520, NUR 530 and NUR 600.
 - * NUR 611 The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 506, NUR512, NUR520, NUR530, NUR600, NUR 507, NUR 507 CL, NUR 509, NUR 509 CL, NUR 514, NUR 514 CL, NUR 514, and NUR 514CL.

Specialization Clinical Courses for the Doctor in Nursing Practice (DNP) Program

Courses with Clinical Requirements	Clinical Hours
NUR 900: Practicum Project Proposal *	125 Clinical Hours Required*
NUR 910: DNP Practicum I**	125 Clinical Hours Required*
NUR 920: DNP Practicum II***	125 Clinical Hours Required*
NUR 930: DNP Practicum III****	125 Clinical Hours Required*

NUR 900*The following courses must be taken prior to being enrolled in this course:

- * NUR 800, NUR 810, NUR 820, NUR 830, NUR 840, NUR 850, NUR 860, NUR 870, NUR 880.
- * NUR 910 **The following courses must be taken prior to being enrolled in this course: NUR 800, NUR 810, NUR 820, NUR 830, NUR 840, NUR 850, NUR 860, NUR 870, NUR 880, NUR 900
- * NUR 920 ***The following courses must be taken prior to being enrolled in this course: NUR 800, NUR 810, NUR 820, NUR 830, NUR 840, NUR 850, NUR 860, NUR 870, NUR 880, NUR 900, NUR 910
- * NUR 930 ****The following courses must be taken prior to being enrolled in this course: NUR 800, NUR 810, NUR 820, NUR 830, NUR 840, NUR 850, NUR 860, NUR 870, NUR 880, NUR 900, NUR 910, NUR 910, NUR 920.

Clinical Courses

Students are required to complete a total of 500 clinical hours to graduate from any of the MSN programs. There are four clinical courses with 125 clinical hours required for each of these classes. Each clinical course runs over a 7-week period (6-week period during the summer semester), and the required hours must be completed by the end of each course.

Students must fulfill 125 direct contact clinical hours to pass the course successfully. These hands-on experiences are invaluable in developing your skills and knowledge, providing real-world exposure, and preparing you for your advanced nursing practice. Failure to complete the required 125 direct contact clinical hours will result in an NP (No Pass) course grade, preventing you from progressing further or obtaining course credit.

All students will be required to complete clinical learning experiences to fulfill the College of Nursing requirements. The following policies apply to all students, and failure to meet any clinical requirement will impact the progression and timely completion of the program. Policies may represent requirements of the clinical facilities, the College of Nursing and/or St. Thomas University.

Students are responsible for requesting assistance, arranging clinical experiences, selecting preceptors, submitting all appropriate paperwork promptly, and completing the required clinical clearance process. Students may not choose family members for preceptors or mentors. All clinical hours logged by students for course requirements must be completed on unpaid work time.

If a student selects an agency with additional requirements, the student will be responsible for abiding by the clinical agency requirements. Any financial obligation related to this will be the sole responsibility of the student. The student will be required to follow the clinical agency's policies.

Students in the DNP program is also responsible for finding appropriate preceptors and clinical sites which are reviewed/approved by the CON online clinical coordinator. The DNP preceptor is an important member of the Doctoral Scholarly Project Team who provides guidance throughout the project and practicum experience. Students should carefully select a preceptor who has knowledge and expertise in the area of interest. DNP preceptors must have a graduate degree, preferably doctoral prepared nurses or other doctoral prepared healthcare professionals with expertise in the student's area of interest. Individuals with doctorates and relevant expertise in health policy, ethics, leadership, informatics or other appropriate foci will be considered.

DNP students must meet a minimum of 1000 post-baccalaureate clinical hours as delineated in the Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2021) to accomplish with the clinical practice hour requirement for successful completion Doctor of Nursing Practice (DNP) program at STU. The required 1000 clinical/practice hours may include a combination of hours completed at the master's level and those completed during the postmaster's DNP program. Clinical hours may be composed of direct point of care clinical practice, systems/indirect and/or patient's education at nursing practice or related experiences. The maximum clinical hours accepted from an MSN program for all students is 500 hours. If the DNP student does not have a MSN with clinical hours, he/she must complete it before starting the DNP Project Proposal development. The DNP Director will conduct the clinical/practice hour review and gap analysis. An individual review and plan to meet the clinical requirement will be developed for each student.

Before starting **each** clinical rotation, the APRN student must:

1. Complete the **Complio requirements** and upload the Complio report in Canvas.
2. Complete the **Clinical Site Information** form and upload it to Canvas.
3. Upload the **Clinical Approval letter** received to Canvas. This will be received from the Clinical Coordinator.
4. Complete the **telehealth course**.

In addition, the APRN students must:

- ✓ Read and abide by the MSN/DNP and clinical student handbook
- ✓ Maintain a current active Florida or Georgia nursing license
- ✓ Maintain current vaccinations, CPR certification, tuberculosis screening, and health exams
- ✓ Complete a background check via Complio/American Data Bank
- ✓ Maintain a negative urine drug detection as required by the STU handbook
- ✓ Understand and practice within the scope of Advanced Registered Nursing Practice under the direction and supervision of the assigned preceptor as regulated by the Florida or Georgia Nursing Practice Act.
- ✓ Provide the assigned preceptor with a copy of the course objectives.
- ✓ Establish a mutually agreed schedule for clinical time with the preceptor.
- ✓ Demonstrate responsibility and obligation by arriving for the clinical setting on time or notifying the preceptor if you cannot attend a pre-scheduled clinical experience.
 - Arrive at the clinical setting prepared to perform the course objectives and learning activities.
 - If the APRN student arrives at a clinical site and the preceptor is not available, the student cannot complete clinical hours that day.
 - If another qualified member at the clinical site agrees to precept but is not an approved preceptor, that individual must sign a preceptor agreement before working with the student that day. The student must communicate immediately with the clinical coordinator and the clinical instructor to notify them of the change and submit the signed Preceptor Agreement.
- ✓ Demonstrate the ability to handle progressively complex patient scenarios, including differential diagnosis, treatment plan, and education according to their academic progress.
- ✓ Maintain an accurate record of clinical time and document on a weekly basis
- ✓ Provide a written documentation of clinical experiences which demonstrate the goals and objectives outlined in the course syllabus.
- ✓ Maintain a collegiate and professional relationship with the preceptor and faculty.

Clinical Guidelines

1. A ratio of not more than two NP Students per preceptor is allowed (except through a special authorization by the Program Director).
2. A preceptor must have Florida or Georgia authorization to practice in their population--focused and/or specialty area.

3. A preceptor must have educational preparation appropriate to his/her area(s) of supervisory responsibility and at least two years of clinical experience. A preceptor must be an MD, DO, or NP **not a PA**. NP must be board certified in the area of specialization in which the student is enrolled. The preceptor must have at least two years of clinical practice experience.
4. If the student will be with the same preceptor in 2 different places to complete the clinical hours required, the student must complete an MOU (Memorandum of Understanding) for each place and this document must be signed by the site administrator.
5. The preceptors must be oriented to program requirements and expectations for oversight and evaluation of NP students before the first day of the clinical rotation.
6. The preceptor's CV, professional license, proof of certification, if available, and agreement must be on file at InPlace.
7. The clinical log database and the logbook will be used for student evaluation, evidence of types of clients and types of diagnoses, clinical hours, and site evaluation.
8. The clinical faculty will oversee the student's clinical evaluation.
9. The student will be evaluated at **midterm and final** by the end clinical faculty.
10. All clinical evaluation forms may be found in the Canvas Clinical Course.
11. Completed direct patient contact hours must be uploaded to Canvas as a clinical log each Sunday for the week's clinical experience.
12. Students must complete 125 direct patient care clinical hours in each clinical course.
 - a. Students must take a lunch break during a clinical day which is 8 hours or longer.
 - b. Students should (encounter) a minimum of 1 patient per clinical hour.
 - c. **Students must document a minimum of 8 patients per 8-hour clinical day and 12 patients per 12 hour per clinical day.**
13. The student must complete **3 comprehensive SOAP notes** during each clinical course. The SOAP notes will be graded based on the rubric provided.

The APRN student is expected to adhere to the ANA Code for Nurses. Confidentiality is the protection of a client's privacy through the careful use of oral and written communications. The client's right to privacy is safeguarded by judicious protection of confidential information.

Students are encouraged to review the practical guidelines on maintaining professional standards in the social setting by visiting the American Nurses Association Social Networking Principles Toolkit at the following link, <https://www.nursingworld.org/social/>.

Clinical Approval:

Students must receive an approval email from the Clinical Coordinator prior to starting a clinical rotation. If the student starts clinical rotation without an approval, the clinical hours completed will not be counted, and the student must complete the entire rotation when approved. STU reserves the authority to withdraw a student from a clinical course in the absence of preceptor approval.

*STU strongly encourages students to secure their preceptors, as this is the best way to accommodate a clinical location and schedule to your needs. If assistance with clinical placement is needed, you may be required to commute outside your local area, as STU cannot guarantee a clinical site within your immediate location. (Note: in some cases, students have been placed at clinical sites over 100 miles away from their

residence). Students should communicate a request for assistance with clinical placement as soon as possible.

Purpose and Intention Statement

Students in the graduate College of Nursing s engage in clinical rotations and training on the campus of St. Thomas University and at various types of health care facilities, including, but not limited to, nursing skills or simulation laboratories, hospitals, private practice offices, long-term care facilities, clinics, schools, and community agencies.

Drug and alcohol use may adversely affect the educational process and the quality of care provided by students in the clinical setting. Drug and alcohol use may also pose serious safety and health risks to students, patients and others.

St. Thomas University and the College of Nursing require that all nursing students engaged in clinical activities be free from the influence of illegal drugs and alcohol. This Policy is enacted following a position statement about substance abuse in nursing education published by the American Association of Colleges of Nursing (AACN) and the standards set forth in Florida’s Nurse Practice Act.

Selection of Preceptor

Students are expected to select their preceptors. However, the faculty/administration must give the final approval. A preceptor is selected based on their educational preparation consistent with master’s level clinical teaching, currently licensed as board-certified. The preceptor must have educational preparation appropriate to his/her area(s) of supervisory responsibility and at least two years of clinical experience. A preceptor must be an MD, DO, or NP not a PA. **A physician assistant shall not precept an APRN student**, NP must be board certified in the area of specialization in which the student is enrolled. The preceptor must have at least two years of clinical practice experience.

DNP preceptors must have a graduate degree, preferably doctoral prepared nurses or other doctoral prepared healthcare professionals with expertise in the student’s area of interest. Individuals with doctorates and relevant expertise in health policy, ethics, leadership, informatics, or other appropriate foci will be considered. The preceptor does not necessarily need to be employed by the practicum site. However, if the preceptor is not employed at the practicum site, the student will need to have a contact on-site who supports the project and can aid regarding knowledge of the organization and key stakeholders.

Preclusion

Suppose a student is precluded from a clinical site by an institution. In that case, the College of Nursing has no obligation to find an alternative clinical site for the student, which may prevent the student from progressing in the College of Nursing.

CLINICAL COMPLIANCE REQUIREMENTS

GRADUATE NURSING COURSES AND CLINICAL POLICY

The following dress code is for the MSN students:

- Full-length pants or knee-length skirts, dress blouse, shirt or polo shirt,
- Close-toed shoes,
- No clogs or sneakers,
- A lab coat with the STU insignia, which may be purchased at the STU bookstore,
- STU ID badge.
- Students are to wear white or flesh-colored underwear.
- There should be no visible tattoos. Tattooing needs to be concealed. No obvious body piercings except ears which is limited to one pair of earrings.
- In the clinical area, strong perfume or aftershave colognes, acrylic nails, dark- colored nail polish, dangling earrings, bracelets, necklaces, and rings other than wedding bands are not acceptable.
- Heavy makeup should be avoided.
- Fingernails must be short, and hair must be neatly worn off the collar.
- Male students should be clean-shaven or have neatly trimmed beards or mustaches.
- Large ornamental hair attachments are not considered proper when in uniform.
- Chewing gum during the clinical experience is not acceptable.
- Students will also adhere to the clinical site's dress code policies as well and will communicate such policies to the faculty.

Compliance Requirements: Compliance is a major requirement of the College of Nursing. It is an umbrella term used for all the medical and legal information required by the College of Nursing, the State Board of Nursing (SBON) and the clinical sites where nursing students practice acquiring experiences. Nursing as a practice discipline requires coursework that involves patient contact such as in the clinical sites, interfacing with patients individually or collaboratively or conducting research. As such, to protect the public, clinical sites and College of Nursing s require prospective students to complete a background check.

Student Clinical Compliance Requirements

Students must disclose any disciplinary action made against them before or after admission to the MSN program. Failure to disclose may result in the student not being able to complete required clinical practicum obligations or continue with the program.

Compliance is a major requirement of the College of Nursing. Nursing as a practice discipline requires coursework that involves patient contact during clinical experiences, interfacing with patients, or conducting research. In the interest of protecting the public, clinical sites and the College of Nursing require prospective students to submit to background checks, verification of employment, and social security verification.

Prior to beginning the practicum experience, students are required to complete and submit proof of the following:

- **Current unencumbered RN/APRN licensure in Florida**

- **Current Professional Liability Insurance**

The student must obtain liability insurance. Current professional liability insurance with limits of \$1,000,000/\$3,000,000. Nurse Practitioner Student Professional liability insurance is available through the American Nurses Association and other selected carriers. We do not recommend any specific company.

- **Background Checks**

Students are required to complete a one-time background check (including arrests without convictions) prior to the start of practicum. If for any reason, a student takes a leave of absence for a year or more, he or she must repeat the background check. If a student's background check indicates a history that might prevent participation in clinical, the associate dean of nursing and the program directors will evaluate the student's situation and decide whether the student may continue with the program. Results of background checks are kept confidential within the program. It is important to note that admission to the program does not guarantee eligibility for the national certification exam or licensure. For example, if a student has an arrest and/or conviction record, State Board of Nursing, in accordance with the rules and regulations of the Nurse Practice Act, will determine an advance a nursing student program graduate's eligibility for licensure. Students should contact the Florida State Board of Nursing and the certification agencies for information regarding rules and regulations. Information regarding this matter may be found at <http://www.doh.state.fl.us/mqa/nursing> or <https://sos.ga.gov/georgia-board-nursing/>.

- **Drug Screening**

Drug screening is a compliance requirement to be completed before the start of practicum. Some clinical sites may require students to do additional drug screening or impose random drug screenings after the initial screening at their discretion. In addition, the clinical site may deny any student whose drug screening results are positive and may not have access to clinical experiences. If the student cannot find a clinical site or comparable assignment due to positive drug test or screening, the student will be denied progression in the College of Nursing.

- **Basic Life Support (BLS)**

Basic Life Support (also known as CPR) obtained through any training center approved by the American Heart Association is mandatory. It is the student's responsibility to submit a front and back copy of the American Heart Association BLS card to Complio.

- **Annual Physical Examination and Influenza Immunization**

An annual physical examination performed by a licensed physician, nurse practitioner, or physician assistant is required before the start of practicum. All information must be documented on the form provided by STU and submitted to Complio.

- **Influenza Immunization**

In addition to current immunization records, an annual influenza (flu) vaccine is a clinical compliance requirement for all advanced practice students. This is to be completed prior to the start of the practicum

and is due each October. Students must submit documentation of influenza vaccine or waiver annually to Complio.

Students will be responsible for the financial costs associated with each of these requirements. Findings in background checks and/or drug screening tests may affect a student’s ability to participate in clinical experiences, complete the program, and/or obtain licensure or certification. All compliance requirements must be current for the duration of each clinical practicum term.

HIPAA Confidentiality Agreement

As health care providers, nurses must be knowledgeable about the various aspects of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). St. Thomas University (STU) provides information regarding HIPAA through its American Database Website to ensure compliance with those requirements and requires students to sign the HIPAA Confidentiality Agreement.

Students are required to:

- 1) Sign the HIPAA Confidentiality Agreement before any involvement in a clinical agency.
- 2) Adhere to a clinical site’s privacy policies and procedures before undertaking any activities at the clinical site.
- 3) Always maintain the confidentiality of all patient information.

Preceptor Requirements

Finding a clinical preceptor is an essential component for completing this program. A student’s immediate supervisor at his/her place of employment may not serve as a preceptor. Below are the minimum qualifications required to become a preceptor:

- Preceptors must hold a current unencumbered license to practice in Florida or Georgia.
- Nurse practitioners who serve as preceptors must be board certified by the American Nurses Credentialing Center (ANCC) or the American Association of Nurse Practitioners (AANP).
 - Women’s Health Nurse Practitioners can be certified through the National Certification Corporation (NCC)
- Medical Doctors (M.D.) and Doctor of Osteopathic Medicine (D.O.) can serve as preceptors if they are practicing in a primary care setting. Medical Doctors (M.D.) and Doctor of Osteopathic Medicine (D.O.) can serve as PMHNP preceptors if they are board certified in psychiatry.
 - Physician Assistants cannot be used as preceptors in this program.
- Preceptors must have two years of clinical experience.

Clinical Site Selection Criteria

We highly encourage all clinical hours to be conducted in a primary care setting. Examples of appropriate clinical sites include:

Family Nurse Practitioner Track:
• Community Health Center
• Family Practice Medical Clinic
• Internal Medicine Outpatient Clinic
• Pediatric Clinic

Psychiatric Mental Health Nurse Practitioner Track:
• Mental Health Clinic
• Psychiatrist Office

• Retail Clinic
• Women’s Health Clinic

Doctor of Nursing Track:	
• Family Practice Medical Clinic	• Urgent Cares
• Internal Medicine Outpatient Clinic	• Prison/jail/detention center
• Retail Clinic	• Nursing Home
• Pediatric Clinic	• Rehabilitation Center
• Women’s Health Clinic	• Community Centers
• Psychiatrist office	• University
• Mental Health Clinic	• Community Clinic
• Inpatient / Outpatient	
• Schools	

PMHNP Population:

The patient population requirements by term are listed below:

1. **NUR 620CL:** Students must complete 125 hours with adult patients (over 18 years old), outpatient setting, allowing them to assess, evaluate, diagnose, treat, and follow different chronic psychiatric conditions.
2. **NUR 630CL:** Students must complete at least 40 hours of pediatric patients (0-17 years old). This means that they may cover 40 pediatric hours (0-17 years old), and the remaining hours, covering 125, can be done with the general psych population.
3. **NUR 640CL:** Students must perform 125 hours of only psychotherapy (all ages).
4. **NUR 650CL:** Students must work with complex patients > 75% of the time (acute inpatient, two or more co-morbidities, psychotherapy, geriatric (over 65 years old), pediatric (0-17 years old), or pregnant patients).

Preceptor Agreements

Once a preceptor has been selected, they will be responsible for reviewing and acknowledging the Clinical Preceptor Agreement Packet. Students are responsible for ensuring the packet is delivered to the preceptor for review. Students are also responsible for ensuring all preceptor documents are submitted back to the Program Director for processing within 24 hours. The required preceptor documents include:

- Preceptor/Facilitator Agreement
- Learning Outcome Letter
- Copy of Preceptor’s Current CV
- Copy of Preceptor’s National Certification
- Copy of Preceptor’s Malpractice Insurance
- Copy of Preceptor’s License

Affiliation Agreements

Many clinical sites require an affiliation agreement prior to a preceptor accepting the responsibility of providing supervision to a student. An affiliation agreement is a legally binding agreement between the clinical facility and St. Thomas University that outlines each party's responsibility and liability if a patient, preceptor, or student is harmed in the clinical setting. If an affiliation agreement is required, please present all documents to the Program Director. The Program Director will work directly with the legal team for the completion of these documents. It is important to note that arranging an affiliation agreement may be a lengthy process depending on the clinical site; this is why it is imperative to secure a preceptor/clinical site for each clinical rotation as early as possible.

Student Consent for Release of Information to Authorized Third Party

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that protects the privacy of student education records by prohibiting their disclosure without students' written consent. However, some clinical agencies may require access to certain educational records for students to attend their clinical sites for clinical experiences. Students must complete and sign the student consent for release of information to authorized third parties to release students' records to clinical agencies.

St. Thomas University Clinical Faculty Roles and Responsibilities

- Clinical faculty will provide an orientation to students and preceptors on their respective roles and responsibilities.
- Clinical faculty will ensure the appropriateness of the clinical site and review contractual agreements.
- Clinical faculty will assess student SOAP notes and provide constructive feedback.
- Clinical faculty will communicate with students and preceptors on an ongoing basis regarding progress towards meeting course objectives.
- Clinical faculty will respond to students' and preceptor's problems or concerns promptly.
- Clinical faculty will communicate regularly to course faculty and program director regarding student progress.
- Clinical faculty will conduct a site visit.

Preceptor's Role and Responsibilities

- The preceptor will provide student instructions while serving as a role model and helping the student refine skills associated with patient care in a supervised environment.
- The preceptor will introduce the staff and orient students to the facility, policies, procedures, and any other pertinent information needed for their role.
- The preceptor will provide feedback to the student and the clinical faculty regarding the student's performance and progress on an ongoing basis.
- The preceptor will provide students with constructive feedback regarding clinical performance, including attendance, advanced nurse practitioner roles, documentation, interaction with patients and staff, and professionalism.
- The preceptor will inform clinical faculty immediately of any issues or concerns with student performance in the clinical setting.
- The preceptor will be required to complete all clinical evaluation forms.
- The preceptor will sign and stamp clinical logs each week.

Student Clinical Evaluation

Preceptors should meet with students formally at the beginning of the clinical practicum to review the evaluation guidelines so that the expectations and responsibilities of both the preceptor and the student are consistent. The preceptor should provide a clinical evaluation. The student clinical evaluation form provided by STU should also be reviewed with the student at this time. Meeting with the student at the beginning of the clinical practicum also enables the student and preceptor to discuss the course and clinical objectives.

The clinical preceptors completed two clinical evaluations at Week 3 (midterm) and Week 6 (final) of each clinical course. Additionally, a preceptor and a clinical site evaluation is to be completed by the student at the end of the clinical experience (Week 6). Clinical faculty will complete a minimum of one site visit clinical evaluation and one telephone clinical conference per term. The clinical site evaluation may be performed on-site or virtually. Additional evaluations will be completed as needed by STU Clinical Faculty.

APPENDICES



The College of Nursing Graduate Student Handbook

Confirmation of Receipt Student Acknowledgment

I, _____, hereby acknowledge that my signature on this document certifies that I have received the official St. Thomas University Nursing Student Handbook. I understand that it is my responsibility to review the Nursing Student Handbook in its entirety and seek clarification on any questions, concerns, or points in which I need clarification.

I further understand that the Nursing Student Handbook policies and procedures may be amended and/or changed during my enrollment. In the event of any change or amendment to the Nursing Student Handbook, I will be able to view them electronically online on St. Thomas University's website. I understand that it is my responsibility to review the changes and/or amendments in their entirety.

I understand that the St. Thomas University Nursing Student Handbook contains program-specific policies and procedures for which I must comply. In the event a conflict exists between the university catalog and the Nursing Student Handbook, the Nursing Student Handbook shall supersede the university catalog. Since healthcare is an ever-changing environment, the Nursing Student Handbook may be updated frequently to improve educational outcomes and client safety. I acknowledge I am personally responsible and must comply with current policies and procedures throughout my enrollment.

By signing this document, I acknowledge I have read, understood, and received an electronic copy of the St. Thomas University Nursing Handbook.

Student Name _____

Student Signature _____

Student ID _____

Date _____

Sign and upload into Complio



STUDENT CONSENT FOR RELEASE OF INFORMATION TO AUTHORIZED THIRD PARTIES

The Family Educational Rights and Privacy Act (FERPA) and/or state law protects the privacy of student education records, including their personal health information, by prohibiting their disclosure without the student's written consent, except under limited circumstances. To participate in some clinical rotations, clinical facilities may request access to certain education records. For St. Thomas University to provide clinical facilities with copies of such records, students will need to complete and sign the form.

Student Legal Name: _____

Authorized Third Party (Clinical facilities where the student may be completing a clinical rotation):

Purpose of Disclosure: Requirement or condition of a clinical facility in order for student to participate in clinical learning experiences if requested by the facility.

Duration of Authorization: Effective during the student's enrollment in the College of Nursing unless otherwise revoked by the student.

Record to be Released:

- Annual Physical Examination
- TB Testing Result
- Basic Life Support (BLS) Certification
- FBI Criminal Background Check Results and Fingerprints
- Proof of Flu Immunization
- Drug Testing Results

I am signing this authorization/consent form voluntarily. I understand that I have the right to: (1) not to consent to the release of my education records, (2) inspect any written records released pursuant to this consent, and (3) revoke this consent at any time by delivering a written revocation, in person or through U.S. Certified Mail, to the program director.

PRINT NAME: _____

STUDENT ID: _____

SIGNATURE

DATE

Clinical Forms

Upload Preceptor agreement and Preceptor Letter
to InPlace for Approval



Preceptor/Facilitator Agreement

Course Number & Title: _____

Number of Clinical Hours: _____ Term/Year: _____

Student Information

Name: _____ ID#: _____

E-mail: _____ Phone: _____

Clinical Site Information

Site Name: _____

Clinical Site Address: _____

City: _____ State: _____ Zip Code: _____

Administrator's Name: _____ Phone: _____

Administrator's E-mail: _____

Preceptor Information

Name & Credentials: _____

License #: _____ State: _____ Expiration Date: _____

Specialty: _____

Is Preceptor Board Certified: Yes No Certification #: _____

I have reviewed the clinical packet and hereby **agree** to serve as a Preceptor/Facilitator for the above referenced student.

Student's Signature: _____ Date: _____

Preceptor's Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

OFFICE USE ONLY

Copy of: MD or APRN License • Exp. Date: _____ • Preceptor CV: Yes No Copy

of APRN Certification: Yes No • Exp. Date: _____ • Verification Contact Date: _____

STU Staff Verification Signature: _____



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

Dear Preceptor:

Thank you for being a preceptor for, _____ RN, BSN student in the Accelerated MSN Program at St. Thomas University (STU). The student is enrolled in NUR 603: Advanced Nursing Practicum.

This course is tailored for students apply theoretical knowledge and clinical skills to the development and implementation of evidence-based projects in a real-world healthcare setting. Students will create a capstone project which will explore key concepts related to evidence-based practice, project management, quality improvement, and healthcare leadership. Emphasis will be placed on understanding the research process, critically appraising evidence, identifying practice gaps, and formulating evidence-based solutions.

This rotation is for 60 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress. The student must provide you with the course syllabus, student learning outcomes, and necessary forms for evaluation.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,
Nashat Abualhaija

Nashat Abualhaija, PhD, RN
Dean and Professor of College of Nursing

Preceptor Name (Print legibly):

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

Dear Preceptor:

Thank you for being a preceptor for, _____ RN, BSN student in the MSN-FNP Program at St. Thomas University (STU). The student is enrolled in NUR 507: Advanced FNP: Children & Families

The role and function of the Family Nurse Practitioner (FNP) will be explored through the clinical rotation experience. The clinical will facilitate an in-depth understanding of family-system concepts. By the end of the clinical rotation, students will be able to: Synthesize knowledge of community resources to effectively plan comprehensive nursing care for primary care and medically complex clients through collaboration and case management. Examine, evaluate, and demonstrate professional development in the role of the Nurse Practitioner in the diagnosis and management of health and wellness as well as acute and chronic illnesses from birth through adolescents as a member of an inter-professional team. Analyze patient safety, quality indicators, outcome improvement in the delivery of quality primary care to patients.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress. The student must provide you with the course syllabus, student learning outcomes, and necessary forms for evaluation.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

Nashat Abualhaija

Nashat Abualhaija, PhD, RN
Dean and Professor of College of Nursing

Preceptor Name (Print legibly): _____

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____

Preceptor Letter



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

Dear Preceptor:

Thank you for being a preceptor for, _____ RN, BSN student in the MSN-FNP Program at St. Thomas University (STU). The student is enrolled in NUR 509: Advanced FNP: Adults

This course prepares advanced-practice nurses to function effectively in leadership roles within multidisciplinary health-care systems/organizations specifically focused on adults and their families. Critical issues that impact the practice environment are explored. Students will develop skills in facilitating evidence-based practice for specific populations of adults and their families. The role and function of the Family Nurse Practitioner (FNP) will be explored through the clinical rotation experience.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress. The student must provide you with the course syllabus, student learning outcomes, and necessary forms for evaluation.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

Nashat Abualhaija

Nashat Abualhaija, PhD, RN
Dean and Professor of College of Nursing

Preceptor Name (Print legibly): _____

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

Dear Preceptor:

Thank you for being a preceptor for, _____ RN, BSN student in the MSN-FNP Program at St. Thomas University (STU). The student is enrolled in NUR 514: Advanced FNP: Women's Health

This clinical will provide a foundational framework for advanced practice nursing in women's health. The focus will be on assessment, diagnosis, and treatment of common health problems in the culturally diverse women population. This clinical will also look at health promotion and disease prevention strategies in women. The role and function of the Family Nurse Practitioner (FNP) will be explored through the clinical rotation experience.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress. The student must provide you with the course syllabus, student learning outcomes, and necessary forms for evaluation.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

Nashat Abualhaija

Nashat Abualhaija, PhD, RN
Dean and Professor of College of Nursing

Preceptor Name (Print legibly): _____

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

Dear Preceptor:

Thank you for being a preceptor for, _____ RN, BSN student in the MSN-FNP Program at St. Thomas University (STU). The student is enrolled in NUR 612: Advanced FNP: Adult Gerontology

The role and function of the Family Nurse Practitioner (FNP) will be explored through the clinical rotation experience. The clinical will facilitate an in-depth understanding on the management of acute/chronic and rapidly changing conditions of adults/older adults. Urgent care issues should be addressed. Clinicals emphasize principles of health promotion, disease prevention and assessment, and management of common health care problems in diverse elderly populations. Emphasis is placed on developmental needs and the pathophysiologic processes underlying certain conditions. The impact of the family on the health of the elderly is explored.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress. The student must provide you with the course syllabus, student learning outcomes, and necessary forms for evaluation.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

Nashat Abualhaija

Nashat Abualhaija, PhD, RN
Dean and Professor of College of Nursing

Preceptor Name (Print legibly): _____

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

Dear Preceptor:

Thank you for being a preceptor for, _____ RN, BSN student in the MSN-PMHNP Program at St. Thomas University (STU). The student is enrolled in NUR 620 - Psychiatric Management I

This clinical will provide experiences in the assessment, diagnosis, treatment, and evaluation of clients across the lifespan with acute and/or chronic psychiatric disorders. Evidenced-based practice is used. Emphasis is given to promoting, maintaining, and restoring wellness to patients across the lifespan. A holistic therapeutic approach is used to enhance the functioning of diverse individuals across the lifespan. By the end of this clinical student will:

- Develop a knowledge base of clinical modalities used in health promotion and treatment of individuals across their life span with mental illness.
- Discuss mental health theories related to the use of specific clinical modalities in treatment of individuals with mental illness.
- Evaluate clinical modalities in terms of their appropriateness for treatment of individuals with specific mental illnesses.
- Analyze current research findings regarding clinical modalities used in the treatment of individuals with mental illness.
- Demonstrate skills in providing individual therapies to promote mental health for individuals and families across the lifespan.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

Nashat Abualhaija

Nashat Abualhaija, PhD, RN
Dean and Professor of College of Nursing
Preceptor Name (Print legibly):

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

Dear Preceptor:

Thank you for being a preceptor for, _____ RN, BSN student in the MSN-PMHNP Program at St. Thomas University (STU). The student is enrolled in NUR 630 - Psychiatric Management II

This clinical will provide the student with a continuation of clinical experiences in the assessment, diagnosis, treatment, and evaluation of clients across the lifespan with acute and/or chronic psychiatric disorders. Evidenced-based practice is used. Emphasis is given to promoting, maintaining, and restoring wellness to patients across the lifespan. A holistic therapeutic approach is used to enhance the functioning of diverse individuals across the lifespan. By the end of this clinical student will:

- Develop a knowledge base of clinical modalities used in health promotion and treatment of individuals across their life span with mental illness.
- Discuss mental health theories related to the use of specific clinical modalities in treatment of individuals with mental illness.
- Evaluate clinical modalities in terms of their appropriateness for treatment of individuals with specific mental illnesses. Analyze current research findings regarding clinical modalities used in the treatment of individuals with mental illness.
- Demonstrate advanced skills in providing individual therapies to promote mental health for individuals and families across the lifespan.
- Integrate assessment findings and differential diagnoses to identify and prioritize treatment of acute and chronic psychiatric disorders.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student’s progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student’s learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,
Nashat Abualhaija

Nashat Abualhaija, PhD, RN
Dean and Professor of College of Nursing

Preceptor Name (Print legibly):

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____

Preceptor Letter
Preceptor Letter



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

Dear Preceptor:

Thank you for being a preceptor for, _____ RN, BSN student in the MSN-PMHNP Program at St. Thomas University (STU). The student is enrolled in NUR 640 - Psychiatric Management III

This clinical will provide the student with the clinical knowledge in psychotherapy techniques that are applicable across the lifespan focusing on theoretical and conceptual dynamic models using evidence-based practices in assessing, planning, treating, and evaluating dysfunctional patterns. By the end of this clinical student will:

- Demonstrate skills in providing individual and group therapies to promote mental health for individuals and families across the lifespan.
- Integrate assessment findings and differential diagnoses to identify and prioritize treatment of acute and chronic psychiatric disorders.
- Provide culturally informed mental health care in populations across the lifespan with complex acute and chronic psychiatric disorders.
- Demonstrate beginning skills as a member of an interprofessional health care team in the delivery of quality mental health care.
- Foster professional growth and advanced practice nursing role development via critical self-evaluation of clinical practice experiences.
- Collaborates, consults, and refers as appropriate with other health care professionals and community providers.
- Integrate assessment findings and differential diagnoses to identify and prioritize treatment of acute and chronic psychiatric disorders.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student’s progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student’s learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,
Nashat Abualhaija

Nashat Abualhaija, PhD, RN
Dean and Professor of College of Nursing

Preceptor Name (Print legibly):

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

Dear Preceptor:

Thank you for being a preceptor for, _____ RN, BSN student in the MSN-PMHNP Program at St. Thomas University (STU). The student is enrolled in NUR 650 - Psychiatric Management IV

This course provides the student with clinical knowledge in psychotherapy techniques that are applicable across the lifespan focusing on theoretical and conceptual dynamic models. By the end of this clinical, students will:

- Demonstrate skills in providing individual and group therapies to promote mental health for individuals and families across the lifespan.
- Integrate assessment findings and differential diagnoses to identify and prioritize treatment of acute and chronic psychiatric disorders.
- Provide culturally informed mental health care in populations across the lifespan with complex acute and chronic psychiatric disorders.
- Demonstrate advanced skills as a member of an interprofessional health care team in the delivery of quality mental health care.
- Foster professional growth and advanced practice nursing role development via critical self-evaluation of clinical practice experiences.
- Collaborates, consults, and refers as appropriate with other health care professionals and community providers.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

Nashat Abualhaija

Nashat Abualhaija, PhD, RN
Dean and Professor of College of Nursing

Preceptor Name (Print legibly): _____

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

Dear Preceptor:

Thank you for being a preceptor for, _____ RN, BSN student in the MSN-AGNP Program at St. Thomas University (STU). The student is enrolled in NUR 625CL: Adult Gerontology I.

This clinical course will provide the Adult-Gerontology Nurse Practitioner student the ability to practice taking patient's history, completing physical examination while incorporating pharmacology, and implementing evidence-based practice using the national screening guidelines across the young adult. The students will be able to diagnose, recommend therapeutic measures, provide education, health prevention and disease promotion at the level of advanced nursing role. Students will acquire the necessary skills to provide safe and effective care.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress. The student must provide you with the course syllabus, student learning outcomes, and necessary forms for evaluation.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

Nashat Abualhaija

Nashat Abualhaija, PhD, RN
Dean and Professor of College of Nursing

Preceptor Name (Print legibly): _____

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

Dear Preceptor:

Thank you for being a preceptor for, _____ RN, BSN student in the MSN-AGNP Program at St. Thomas University (STU). The student is enrolled in NUR 635CL: Adult Gerontology II.

This clinical course will provide the Adult-Gerontology Nurse Practitioner student the ability to practice taking patient's history, completing physical examination while incorporating pharmacology, and implementing evidence-based practice using the national screening guidelines across the adults. The students will be able to diagnose, recommend therapeutic measures, provide education, health prevention and disease promotion at the level of advanced nursing role. Students will acquire the necessary skills to provide safe and effective care integrating research-based knowledge on the precepted clinical experiences in the primary care setting.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress. The student must provide you with the course syllabus, student learning outcomes, and necessary forms for evaluation.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

Nashat Abualhaija

Nashat Abualhaija, PhD, RN
Dean and Professor of College of Nursing

Preceptor Name (Print legibly):

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

Dear Preceptor:

Thank you for being a preceptor for, _____ RN, BSN student in the MSN-AGNP Program at St. Thomas University (STU). The student is enrolled in NUR 645CL: Adult Gerontology III.

This clinical course will provide the Adult-Gerontology Nurse Practitioner student the ability to practice taking patient's history, completing physical examination while incorporating pharmacology, and implementing evidence-based practice using the national screening guidelines across the older adults. The students will be able to diagnose, recommend therapeutic measures, provide education, health prevention and disease promotion at the level of advanced nursing role. Students will acquire the necessary skills to provide safe and effective care integrating research-based knowledge on the precepted clinical experiences in the primary care setting.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress. The student must provide you with the course syllabus, student learning outcomes, and necessary forms for evaluation.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

Nashat Abualhaija

Nashat Abualhaija, PhD, RN
Dean and Professor of College of Nursing

Preceptor Name (Print legibly): _____

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

Dear Preceptor:

Thank you for being a preceptor for, _____ RN, BSN student in the MSN-AGNP Program at St. Thomas University (STU). The student is enrolled in NUR 655CL: Adult Gerontology IV.

This clinical course will provide the Adult-Gerontology Nurse Practitioner student the ability to practice taking patient's history, completing physical examination while incorporating pharmacology, and implementing evidence-based practice using the national screening guidelines across the young adult, adults and older adults. The students will be able to diagnose, recommend therapeutic measures, provide education, health prevention and disease promotion at the level of advanced nursing role. Students will acquire the necessary skills to provide safe and effective care integrating research-based knowledge on the precepted clinical experiences in the primary care setting.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress. The student must provide you with the course syllabus, student learning outcomes, and necessary forms for evaluation.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,
Nashat Abualhaija

Nashat Abualhaija, PhD, RN
Dean and Professor of College of Nursing

Preceptor Name (Print legibly): _____

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

Dear Preceptor:

Thank you for being a preceptor for, _____ RN/FNP, MSN student in the DNP Program at St. Thomas University (STU). The student is enrolled in NUR 900 – Practicum Project Proposal

This course will guide the DNP students how with research and best evidence well written project proposals are completed. Knowledge will be provided to Health care professionals in advanced practice to be able to deliver clinical project proposals using best evidence for advancing quality patient care. The course provides practical guidelines of common project models for developing and writing great proposals from start to finish. By the end of this clinical, students will:

- Develop a project proposal to enhance safety and quality of healthcare and examine related problems within the context of systems, technology, and policy.
- Develop and/or monitor budgets for practice initiatives.
- Demonstrate leadership in the different realms of nursing while utilizing and evaluating the use of health care information systems, information technology, communication systems, and patient care technology.
- Explore and collect evidence and data to document problems found in clinical sites.
- Appraise scientific data to translate best evidence into nursing practice and healthcare delivery.
- Discuss potential skills and/or project contribution from DNP preceptor(s), organization representative, and champions.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student’s progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student’s learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

Nashat Abualhaija

Nashat Abualhaija, PhD, RN
Dean and Professor of College of Nursing

Preceptor Name (Print legibly):

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

Dear Preceptor:

Thank you for being a preceptor for, _____ RN/FNP, MSN student in the DNP Program at St. Thomas University (STU). The student is enrolled in NUR 910 – Practicum I

This course will guide the DNP students to translate research into practice, link policy making with clinical systems and serve as change agents for health care. The student chooses an area of advanced practice nursing for clinical immersion. By the end of this clinical, students will:

- Describe scholarship that will include frame of teaching, application, integration, and discovery to help improve the system of the clinical site.
- Demonstrate leadership and participate in the creation and implementation of health policy to advocate for the nursing profession and the healthcare communities.
- Discuss potential skills and/or project contribution from DNP preceptor(s), organization representative, and champions and explain the impact of the related problems on the population.
- Identify a clinical practice guideline related to your problem of interest and appraise the guideline using the IOM standards.
- Integrate assessment findings of organized problems and challenges as either macro- or micro-system related.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student’s progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student’s learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

Nashat Abualhaija

Nashat Abualhaija, PhD, RN
Dean and Professor of College of Nursing

Preceptor Name (Print legibly):

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

Dear Preceptor:

Thank you for being a preceptor for, _____ RN/FNP, MSN student in the DNP Program at St. Thomas University (STU). The student is enrolled in NUR 920 – Practicum II

This course will provide student with an immersive residency experience and mentored guidance undertaking the development, implementation and evaluation of a scholastic project through implementation and analysis.

By the end of this clinical, students will:

- Communicate effectively, support, and collaborate with interprofessional teams to formulate effective practice approaches to improve outcomes.
- Design and implement processes to evaluate outcomes of practice, practice patterns, and systems of care within a practice setting, health care organization, or community against national benchmarks to determine variances in practice outcomes and population trends.
- Directly manage complex health problems of clients or develop and implement organizational systems to facilitate access and navigation of the health care system.
- Design, direct, and evaluate quality improvement methodologies to promote safe, timely, effective, efficient, equitable, and patient-centered care.
- Implement culturally sensitive and holistic approaches to lead and mentor other team members of the project intervention.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

Nashat Abualhaija

Nashat Abualhaija, PhD, RN
Dean and Professor of College of Nursing

Preceptor Name (Print legibly): _____

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

Dear Preceptor:

Thank you for being a preceptor for, _____ RN/FNP, MSN student in the DNP Program at St. Thomas University (STU). The student is enrolled in NUR 930 – Practicum III

This course provides for synthesis and application of knowledge and skills acquired in previous courses through the development, implementation, and evaluation of a practice improvement project. By the end of this clinical, students will:

- Discuss evaluation plan for process and outcomes.
- Evaluate impact of intervention and gather data of intervention.
- Integrate literature documenting interventions to achieve the outcomes.
- Analyze the impact of the related problems on the population.
- Integrate assessment findings of organized problems and challenges as either macro- or micro-system related.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student’s progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student’s learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

Nashat Abualhaija

Nashat Abualhaija, PhD, RN
Dean and Professor of College of Nursing

Preceptor Name (Print legibly): _____

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

Memorandum of Understanding

Clinical Location: _____
Number of Clinical _____ Term/Year: _____
Hours: _____

Student Information

Name: _____ ID#: _____

Memorandum of Understanding

This Memorandum of Understanding is made on [DATE], by and between St. Thomas University of Miami Gardens, Florida, and [FACILITY], for the purpose of student experiential learning/internship education.

The purpose of this MOU is for clinical experience for [X] students at St. Thomas University and to inform [FACILITY] that students will be on the premises for [example of internship].

Clinical is taking place at [LOCATION] from [BEGINNING DATE] to [END DATE]. This letter is acknowledgement that St. Thomas university [PROGRAM NAME] program has requested and received permission to use your [FACILITY] as a clinical site/experience for our students.

This letter also acknowledges that each student placed at your site will obtain the necessary clearances and immunizations. All technical standards required through STU or the academic program will be upheld.

STU students will be able to perform/interact under approved supervisors.

St. Thomas University holds general and professional liability on all students for the clinical education experiences.

St. Thomas University Facility

By: _____

Linda Wagner: _____

Vice President: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

Appendix A

Academic Grievances		Non- Academic Grievances	
Student has an academic issue; Student discusses the issue with instructor; if no resolution		Student reports the issue to Program Director	
↓		↓	
The student discusses the issue with the Program Director			
If the student is dissatisfied with the Program Directors' decision		Within five (5) business days, the Program Director makes a decision	
↓		↓	
Student may file an appeal with Nursing Academic Integrity Committee (NAIC)			
↓		If the student is dissatisfied with Program Directors' Decision	
Program Director (s) informs VP of Student Affairs and Dean of issue related to academic integrity		↓	
↓		Student may file an appeal with Nursing Student Affairs Committee (NSAC)	
Program Directors complete the Maxient form if the issue related to academic integrity		↓	
↓		Within ten (10) business days, the NSAC makes the final decision; Notification is sent to the student, the instructor, the Program Director(s) and the Dean.	
Within ten (10) business days, NAIC makes final decision Notification is sent to the student, the instructor, the Program Director(s) and the Dean			
↓			
ISSUE RESOLVED			
Yes: No more further actions	NO: Student may request formal grievance hearing		

Appendix B

Formal Process of Addressing Student Grievances		Informal Process of Addressing Student Grievances	
Non-Academic Grievances	Academic Grievances	Student will meet with Instructor to discuss the issues (Academic or non-academic)	
			
Student requests a formal hearing with Program Director and Nursing Student Affairs Committee (NSAC)	Student requests a formal hearing with Program Director and Nursing Academic Integrity Committee (NAIC)	If no resolution, Student will discuss the issue with the Program Director.	
			
Within five (5) business days, student or instructor can review the formal grievance process with Program Director individually		Within five (5) business days, Program Director will provide a written solution to the student	
			
Within ten (10) business days, Program Directors will meet with Dean and VP of Student Affairs to discuss the issue		Issue resolved	
			
Within fifteen (15) business days, the Dean and VP of Student Affairs will schedule a meeting with Student, Program Director, and Instructor to provide a solution.		Yes: No further Action	No: Student will request a formal grievance hearing following the Formal process of addressing student grievances (Academic Grievances vs. Non-Academic Grievance)
			
Issues Resolved			
Yes: No further action	No: Within thirty (30) calendar days, students may file an appeal with the University Academic Disciplinary Committee.		
			
The Academic Disciplinary Committee will meet with all parties and make a final decision, which cannot be appealed further			