

# **GRADUATE MASTER'S STUDENT NURSE HANDBOOK**

**Fort Hays State University  
College of Health and Behavioral Sciences  
Department of Nursing**

**2025-2026**

Every effort is made to provide information that is current and accurate. The Department of Nursing reserves the right to make changes whenever such action is deemed appropriate or necessary. Any changes made are approved according to DON policies and procedures.

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## SECTION I: INTRODUCTION

The Department of Nursing Master of Science in Nursing (MNS) program has approval from the Kansas State Board of Nursing. The Master of Science in Nursing (MSN) program at FHSU is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6797. The graduate nursing program offers the Master of Science in Nursing degree and Post-Master's Certification in the roles of Nurse Administrator (NA) or Nurse Educator (NE). The MSN is a graduate degree program designed to prepare nurses to assume advanced nursing specialty roles. Information about specific course offerings can be found in the University Catalog, available from the Registrar's Office or at <http://web.fhsu.edu/universitycatalog/>

## SECTION II: MISSION, PHILOSOPHY, VISION, OBJECTIVES and CURRICULUM

### MISSION OF THE DEPARTMENT:

The mission of the Department of Nursing is to provide high quality based undergraduate and graduate education utilizing the standards of professional nursing. The department focuses on innovative health care delivery and instruction utilizing advanced information technology, which connects Kansas to the nation and the world.

### MSN Program Mission Statement:

Develop nurse specialists in education and administration to facilitate change by utilizing evidence-based practice, collaboration, informatics, theory, and leadership to improve quality outcomes for individuals, communities, and global populations.

### MSN Program Outcomes:

A. Demonstrate integrity and initiate self-responsibility for continuous professional learning.
B. Integrate theoretical models for improving healthcare outcomes for clients, families, and populations.
C. Employ systematic inquiry and quality improvement strategies to enhance evidence based nursing practice and health care.
D. Exhibit leadership excellence in systems to collaborate and communicate practice problems through interdisciplinary teams.
E. Integrate professional expertise in Master's prepared nursing roles.
F. Evaluate health care systems, policy, and finance to improve client care within the health care system.
G. Integrate culturally appropriate clinical prevention and population care.
H. Utilize Informatics to plan, examine, and enhance safety and quality processes in health care organizations.

**AACN Essentials 2021:**

Domain 1: Knowledge for Nursing Practice

Domain 2: Person-Centered Care

Domain 3: Population Health

Domain 4: Scholarship for Nursing Practice

Domain 5: Quality and Safety

Domain 6: Interprofessional Partnerships

Domain 7: Systems-Based Practice

Domain 8: Information and Healthcare Technologies

Domain 9: Professionalism

Domain 10: Personal, Professional, and Leadership Development

**DEPARTMENTAL GOALS:**

The overall goals of the Department of Nursing reflect the commitment to the mission of the department and are congruent with the mission statements of the university and college. The ordering of the goals does not indicate a hierarchical priority; all goals are viewed as being important for actualizing the department mission.

1. To prepare professional nurse generalists at the undergraduate level who are capable of practicing in various settings and possess the foundation for graduate study.
2. To prepare competent graduate level nurses in advanced nursing.
3. To prepare nurses at the doctoral level to become healthcare leaders.
4. To offer a nursing curriculum using advanced informational technology.
5. To improve health care delivery.
6. To prepare faculty and graduates for the future needs of a global society, while integrating a humanistic understanding of diverse populations.
7. To use the expertise of faculty and students in providing public service activities.
8. To engage faculty and students in scholarly activities and to disseminate research findings for the benefit of society and the nursing discipline.

**DEPARTMENT OF NURSING CORE PHILOSOPHY:**

The Department of Nursing has adopted the following Core Philosophy. This Core Philosophy provides a basis for the undergraduate nursing and the graduate nursing philosophical statements.

**Human:** The human is the focus of interest for the discipline of nursing. Humans are considered as individuals and as aggregates or groups within a holistic framework.

**Environment:** Environment is a dynamic interplay among political, economical, technological, societal, and other influences in which a human, aggregates and/or groups interact concerning health care, health care delivery and/or systems.

**Health:** Health is a dynamic pandimensional state of being uniquely defined within a cultural context by individuals, aggregates, or society. Health is a focus of nursing attention, not as an end in itself, but as a means to life that is meaningful and manageable.

**Nursing:** Nursing is a unique body of science influencing the health of humans. The implementation of nursing science and the art of nursing is nursing practice. Therefore, nursing is a blend of both science and art.

**Learning:** Learning is the art or process of acquiring knowledge and skill that include but are not limited by investigation, instruction, practice, and experience. Learning is an active internal process. Learning is not limited by but may include change of behavior, attitude, or thinking. The motivation to learn and the rewards of learning are complementary and dynamic. Learning is a lifelong process that involves the development of human potential.

### **GRADUATE NURSING PROGRAM PHILOSOPHICAL STATEMENTS:**

The Department of Nursing philosophical statements for Human, Environment, Health Nursing and Learning are used for the Master of Science (MSN) programs. Graduate nursing education builds upon the knowledge and competencies that characterize baccalaureate education in nursing. The MSN curriculum integrates theory and research from nursing and related disciplines. Acquiring advanced nursing knowledge provides the foundation for mastery of advanced practice. The nursing master's curriculum provides the foundation for doctoral studies in nursing.

### **VISION STATEMENT:**

A nursing education program of excellence and distinction in this region of the US with graduates who are capable of caring for and changing the world.

This is accomplished through the work of a magnet faculty unit which fosters teamwork, empowerment, and shared discovery.

### **PURPOSE OF GRADUATE NURSING PROGRAM:**

The purpose of the MSN programs is to prepare advanced practice professional nurses with a global perspective who are capable of providing advanced nursing care in various settings. Graduate education is designed to accommodate the educational needs of the adult learner. The graduate will be prepared to practice and to lead various health care related agencies.

The MSN curricula actualizes the mission of the Department of Nursing and the graduate nursing program philosophy by preparing advanced practice nurses in the specialty roles of nursing education and nursing administration. The objectives of the MSN program

delineate roles, levels of knowledge, distribution of nursing knowledge and collaborating and consulting with health care consumers and other health care professionals.

Courses for all track programs, including the Nurse Administration and Nurse Educator tracks, build on a core curriculum. The core courses provide the foundation for specific course objectives and are designed by using the principle of basic to advanced concepts. The graduate program expands the student's education using the program strands or concepts as a guide. The student is encouraged to view humanity and society from a global perspective, by addressing the health status of individuals, health care system, leadership and management.

Based on the synthesis of theory, practice and research, the graduate program facilitates scholarly deliberation, philosophical reflection and evaluation of societal trends. A major commitment of the program centers on utilization of innovative strategies to deliver quality nursing education. Technology serves as an interactive link in connectivity between the graduate nursing student and the university faculty.

### **GRADUATE NURSING CURRICULUM:**

The Master of Science in Nursing (MSN) curriculum actualizes the mission of the Department of Nursing and the MSN philosophy by preparing expert nurses. According to the purpose and goals of the MSN, the Department of Nursing prepares graduates to: provide advanced nursing expertise to rural and underserved populations, increase the theoretical basis of the discipline through research, influence health care delivery systems by increasing the availability of advanced practitioners, and exercise leadership in an ever-changing global society.

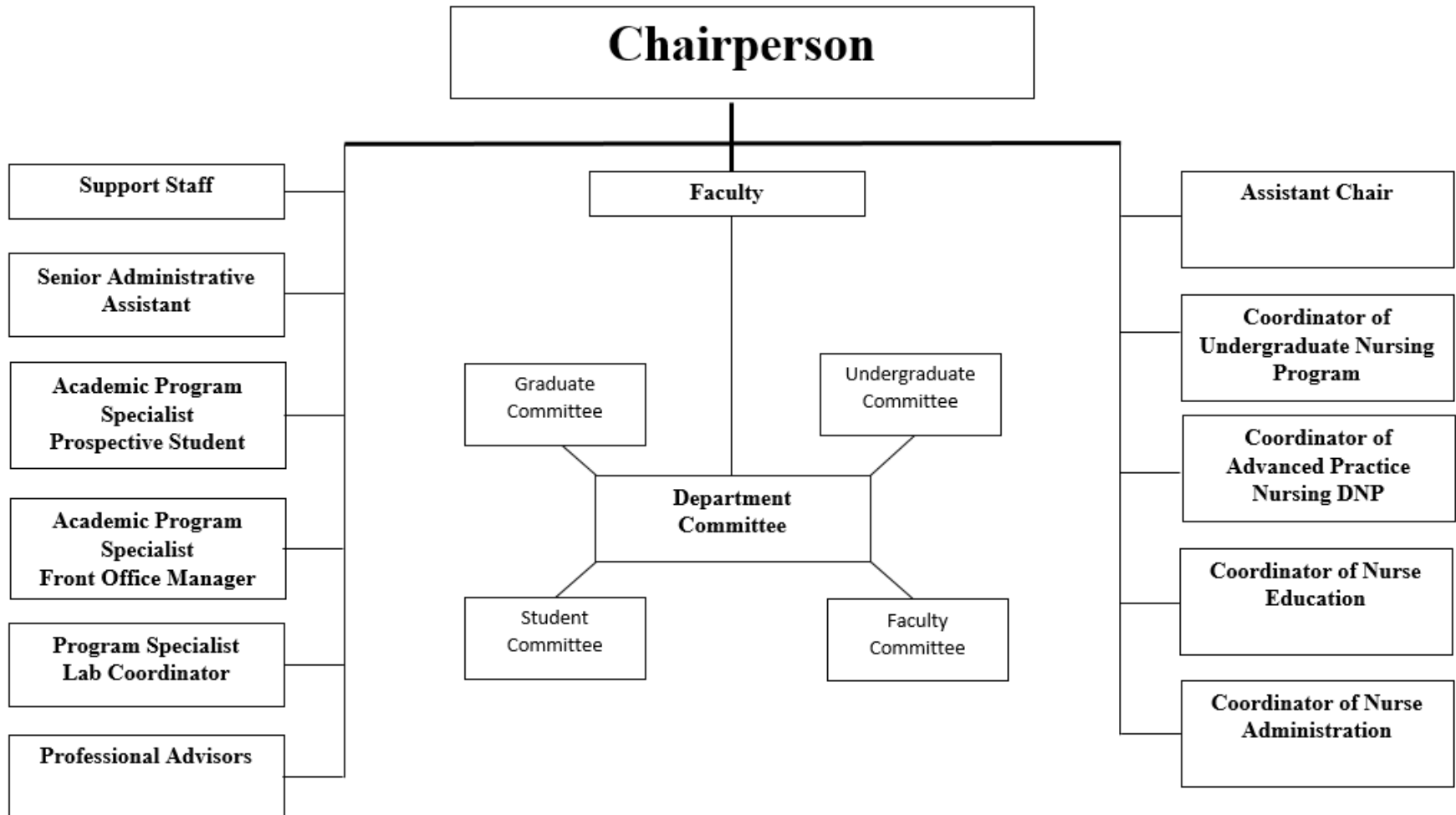
The specific objectives of the MSN program delineate roles, levels of knowledge achievement (including research), distribution of nursing knowledge and collaborating and consulting with consumers and other health care professionals. In accordance with the mission of the Fort Hays State University, the College of Health and Behavioral Sciences and the Department of Nursing, the graduate nursing curriculum is delivered to students with the latest technological medium.

The MSN curriculum builds upon the professional nurse generalist foundation provided by the undergraduate nursing program curriculum and prepares nurses capable of providing advanced nursing care. Core content serves as the underpinning for specific course objectives as the student progresses through the program of study. Courses are designed using the principle of basic to advanced concepts.

Graduate students learn to view humanity and society from a global perspective, while addressing the integrative health states of individuals. Emphasis is placed on evaluating the health care system and carrying out consultative aspects of leadership and management. Graduate students also learn to conduct research and provide advanced nursing care based on a matrix of scholarly and theoretically sound knowledge. An evidence-based project is required for all MSN students.

## SECTION III: DEPARTMENTAL ORGANIZATIONAL STRUCTURE

Fort Hays State University – Department of Nursing



## SECTION IV: ADMISSION

### UNIVERSITY GRADUATE SCHOOL REQUIREMENTS:

Submit an application to the Fort Hays State University Graduate School. Submit all required documents to the FHSU Graduate School.

<https://fhsu.edu/academic/gradschl/admissions/index.html>

Completing graduate courses does not guarantee acceptance into the graduate nursing program.

### GRADUATE NURSING PROGRAM REQUIREMENTS:

To be considered for MSN admission, the student must:

1. Apply to the University Graduate School  
<https://fhsu.edu/academic/gradschl/admissions/index.html>
2. Complete baccalaureate degree with an upper division major in nursing from a program accredited by a nationally recognized nursing accrediting authority (CCNE or NLNAC).
3. Have a minimum cumulative GPA of 3.0 (on a 4.0 scale) for the baccalaureate nursing degree or a minimum GPA of 3.0 on the last 60 credit hours of the BSN coursework.
4. Have a current RN license in good standing to practice professional nursing in the United States.
5. Students not accepted/admitted must reapply to the Graduate School to be considered again.

### CLINICAL CLEARANCE REQUIREMENTS:

Clinical clearance is required within the CastleBranch (CB) system prior to enrollment in the clinical track courses (NURS 867, NURS 869, or NURS 876). *Site contract and Preceptor(s) arrangements are required to be established **one year** in advance of clinical courses knowing that course enrollment is contingent upon the established site contract and Preceptor(s) finalized arrangements. If the student is unsuccessful in establishing a site contract and/or preceptor, the student will complete clinical hours in Hays, Kansas, incurring all expenses including a Kansas RN license.*

- Background Check
- Drug Test
- Immunizations records
- Student Information Release Form
- Confidentiality Statement Form
- RN Licensure
- CPR Certification (AHA BLS for healthcare providers)
- Health Insurance
- Name badge receipt
- Preceptor documents (information provided at orientation)
- Professional Liability Insurance



**TRANSFER REQUIREMENTS:**

Graduate students may apply to transfer up to six graduate credits from other universities. Course description and syllabi are required so that the Graduate Nursing Committee can review and approve (or not) the courses for transfer. Any course being requested for transfer credit must be submitted to the advisor within six weeks of admission date notification from the Graduate School. Courses not submitted within the six-week timeframe will not be accepted. The date of the transferred course starts the timeframe in which students must complete the program.

Graduate transfer credit requests must be earned at a regionally accredited institution with a B or better and approved by the Graduate Dean. Under no circumstances can a course be used on more than one program of study. Courses cannot be transferred onto the graduate program until an official transcript for the course(s) has been received by the Graduate School. Only graduate courses used on a degree program will be added to the FHSU transcript; the degree courses are transferred once the graduate student has enrolled in courses at FHSU. No course may be transferred for which validation will be required because of time limits or in which the course has been used on a previous degree.

The student will specify what course transfer is requested using the MSN plan of study, verify transfer requirements are met as stated above, and then email their respective Academic Advisor with the transfer request and attached syllabus of course to be considered for transfer credit.

*Note: The final review and approval (or not) of a requested course transfer occurs at the Nursing Department Graduate Committee meeting.*

**POST-MASTER'S CERTIFICATE/BADGE:**

The Nursing Administration and Nursing Education Post-Master's certificates both require completion of nine credit hours. Both certificate programs can be completed online. The student desiring to obtain a Post-Master's certificate must complete the application processes to the University Graduate School at <https://fhsu.edu/academic/gradschl/admissions/index.html> A badge consists of six credit hours within the track courses.

**Changing Major:**

Students changing majors within Nursing must re-apply to the Graduate School <https://fhsu.edu/academic/gradschl/admissions/index.html> and pay all associated fees. This includes changing pathways within the MSN program.

**ADVISING:**

1. Students will be assigned a graduate nursing advisor for WorkDay after admission to the nursing program in alignment with their designated program of study.
2. Students can expect to complete a Program/Plan of Study (POS) with the guidance of their assigned WorkDay advisor.
3. Students seeking the Nurse Educator degree should contact their Program Coordinator prior to enrollment-for curriculum or practicum focused questions.
4. It is the responsibility of the student to become familiar with the requirements for the degree.

5. Full time study in FHSU graduate programs is 9 credit hours.

Students plan their program of study for the Master's degree with their major advisor. The MSN program is approved by the major Workday advisor, Program Coordinator, Nursing Chairperson, and the Dean of the Graduate School. Students' program plans should be filed in the Graduate School after the completion of nine hours of graduate credit (see Graduate School website).

## **ADMISSION INFORMATION FOR INTERNATIONAL STUDENTS:**

### **Prior to admission to the MSN program**

- Complete a Graduate School application found at <http://www.fhsu.edu/gradschl/> as an International Student (all paperwork/documentation must be submitted to the Graduate School). Use the checklist <https://www.fhsu.edu/academic/gradschl/admissions/international-checklist-9-23-201> , online application form, information form, and financial form to complete their application process. The Graduate School can be contacted by phone at (785) 628-4236 or by email at **gradschool@fhsu.edu**
- Take the CGFNS qualifying exam and the TOEFL exam (test of English as a foreign language). Applicants must meet all of the requirements specified by CGFNS and any deficiencies noted by CGFNS must be met.
- If English is not the native language of the country of origin, take the Test for Spoken English (TSE) in country of origin and pass the TSE according to the requirements of the CGFNS.
- Maintain a Registered Nurse (RN) license to practice in the United State (must pass the NCLEX-RN and receive license to practice as a registered nurse). Students expecting to complete clinical courses outside of the United States must find a facility considered a U.S. territory, such as a hospital on a military base, and find a Mastered prepared preceptor within that facility to work with our faculty. Site and preceptor documents must be completed at least six months prior to the clinical course start date.
- All outside of the United States courses/transcripts must be evaluated by the Commission of Graduates of Foreign Nursing Schools (CGFNS) to confirm BSN degree, course credits, and grades including grade point average (GPA). CGFNS can be contacted at **www.cgfns.org**. **You must specify that you want a course by course evaluation.** The CGFNS report must be submitted electronically to [Nurs.APS@fhsu.edu](mailto:Nurs.APS@fhsu.edu) or directly to Fort Hays State University, Nursing Department, 600 Park Street, Hays, KS 6

## **SECTION V –PROGRESSION**

### **PROGRESSION THROUGH THE CURRICULUM**

The following criteria must be met in order to progress through and complete the Master's program. Extenuating circumstances may justify exceptions to these criteria.

1. The student must attain at least a cumulative "B" average (3.0) on all graduate courses taken toward the degree.
2. At the end of any semester in which the student's cumulative GPA in all graduate courses is below 3.0, the student will be placed on probation and given one semester to raise the cumulative GPA to 3.0 or better by taking courses listed on the Program of Study. Should a student's cumulative GPA in all graduate courses remain below 3.0, the student's performance will be reviewed for dismissal by the Nursing Graduate Committee.
  - a. Student academic performance/progress will be evaluated on a semester basis by the Nursing Graduate Committee.
  - b. Grades of "C" will be accepted for only six credit hours. More than six credit hours of C grades may result in dismissal from the program.
  - c. A course grade of D or U in any graduate course is not acceptable. Any "D" or "U" course must be retaken in order to progress in his/her program of study acknowledging that the course must be retaken during the first available semester that the course is offered and that the course may be retaken only once. If the student chooses to continue in the graduate nursing program, the student must contact his/her advisor to initiate a plan of improvement. Failure to improve coursework to meet passing academic standards according to the nursing department within one semester may result in dismissal from the nursing program.
3. Both theory and preceptorship components of the co-requisite courses must be taken concurrently if repeated.
4. The ability to repeat a course for whatever reason will depend on space available in the course.
5. An 'Incomplete' may be requested in any course by the student. Students must be passing the course to request an Incomplete. An 'Incomplete may or may not be granted at the discretion of the lead course instructor. Unprofessional behavior demonstrated by a FHSU graduate student will necessitate action by the nursing faculty. These behaviors include, but are not limited to: falsification of practicum hours, inappropriate use of social media, violations of HIPAA, inappropriate communication with patient, peers, faculty, staff, inattention to patient safety needs, incorrect documentation of treatment prescriptions, the suggestion of impairment, unkempt personal appearance, etc.
6. Audited courses or continuing education workshops are not accepted in the program for the Master's degree.
7. Elective graduate course(s) are selected after consultation between the major advisor and the student. The major advisor submits the recommendation to the Dean of the Graduate School for consideration.

8. All graduate courses for a Master's degree program must be completed within **eight** years. The time begins with the beginning of the semester or summer term that the first course is taken in the degree program.

### **VALIDATION OF COURSES:**

Validating examinations for outdated credit will be given upon approval of the instructor and the Graduate Dean. Credit hours which are older than eight years must be validated.

### **GRADUATE SCHOOL ADMISSION TO CANDIDACY:**

Admission to candidacy is an important step in the completion of a degree program. The student must be recommended for candidacy by the advisor and the department chair. The student is admitted to candidacy by the Graduate Dean. To be admitted to candidacy, the student must have:

1. Removed all deficiencies for admission to graduate study;
2. Filed an approved program of study for the Master's degree;
3. Completed a minimum of nine hours of graduate credit toward the degree program;
4. Earned a cumulative GPA of 3.0 in all graduate courses toward the degree;
5. Removed all incompletes in the core nursing courses;
6. This process is formally completed by the Department of Nursing once the students meets the above criteria.

The student must be admitted to candidacy before being eligible to sign up for or take the comprehensive examination or to file an Intent to Graduate.

### **COMPREHENSIVE EXAMINATIONS FOR MSN STUDENTS**

Each applicant for the MSN program must satisfactorily pass a comprehensive examination over the track courses of the program. The comprehensive examination is a test of the graduate degree candidate's ability to integrate materials from the graduate major and any related or supporting fields.

The comprehensive examinations are scheduled for each semester, the first writing is the second Wednesday in October and in March. Should a retest need to be done, the second writing is scheduled for the third Wednesday in November or January or April or June. A student will be required to repeat the nursing course corresponding to the failed content should there be a failure of the second writing.

The comprehensive examinations are administered online in BlackBoard and must be proctored. Online proctoring through HonorLock will be utilized. Students will be placed in the Comprehensive Review Course on BlackBoard when the nursing department has received all of the necessary documentation required for writing the examination. These documents will be sent per email to students indicating they desire to write the exam during the current semester. Comprehensive examinations are graded anonymously and must be passed with a grade of 80% or above in order to complete the MSN program.

**EVIDENCE BASED PRACTICE PROJECT REQUIREMENTS:**

The completion of an Evidence Based Practice Project (EBP) is required of all degree seeking candidates in the Nursing Education and/or Nursing Administration Tracks.

**INTENT TO GRADUATE:**

The MSN student must submit the Application for Program Completion in WorkDay at the beginning of the semester in which the student plans to graduate. A new declaration is required for each successive semester until graduation.

**SECTION VI –ADDITIONAL INFORMATION****STUDENT DRESS CODE:**

Graduate students are to be dressed appropriately and in a position of learning during all interactions with FHSU faculty, staff, and other students. These interactions include virtual meetings. Clinical dress code needs to adhere to the clinical site requirements plus the FHSU name badge.

**NEEDLESTICK/INJURY POLICY:**

In the event of a needlestick injury, Fort Hays State University will generally defer to the clinical site needlestick policy/protocol where the event occurred. Students are asked to notify the clinical site if a needlestick occurs and to follow the site's needlestick protocol. Students in the Department of Nursing are required to have personal health insurance to attend clinicals. If either an injury or needlestick would occur, students would generally be expected to utilize their personal health insurance. Students in the Department of Nursing are required to have personal health insurance to attend clinicals. If an injury would occur, students would generally be expected to utilize their personal health insurance.

**GRIEVANCE AND APPEAL PROCESS:**

A graduate student who believes that a course grade, a professional disposition decision, the result of a learning experience (e.g., academic dishonesty allegation or penalty, comprehensive examination, fieldwork, etc.), or an admission decision has been assigned in an arbitrary and capricious manner by the instructor or program may pursue a resolution of the dispute by submitting an appeal. The grievance and appeal process follows the guidelines in the University Catalog. A student may appeal in the following order: the Instructor, Department Chairperson, Dean of the Graduate School, Provost, and the President. The student is assured of due process and right of appeal as established by the University-level appeals procedures.

**POLICY ON ACADEMIC HONESTY AND SCHOLARLY WRITING:**

The Department of Nursing adheres to the Academic Honesty policy of the University as found in the University Catalog. Students who compromise the integrity of the academic process are subject to disciplinary action at the discretion of the instructor which could result in a failing grade for the course. This behavior could also result in immediate

dismissal from the program as evaluated by the Graduate Committee and the Chairperson of the Department.

Students in the FHSU Graduate Program are expected to write scholarly. This includes writing format. Students will use the most current version of the manual for APA formatting. Currently this is the 7<sup>th</sup> edition Publication Manual of the American Psychological Association. Students will use the 'student paper' formatting unless otherwise noted by their instructor.

#### **POLICY ON CONFIDENTIALITY:**

Students are required to maintain confidentiality regarding all clinical experiences and assignments in compliance with the Health Insurance Portability and Accountability Act (HIPAA). Students will sign a confidentiality agreement at the beginning of the program. Failure to do so may result in immediate dismissal from the program.

#### **POLICY ON UNPROFESSIONAL BEHAVIOR:**

Any student displaying unprofessional behavior may be dismissed from the program. Any student found to be under the influence of habit-forming drugs and/or alcohol during course activity may be subject to immediate dismissal from the nursing program. Students with unprofessional behavior will follow the Behavior Point Referral Policy (See Appendix A).

#### **BACKGROUND CHECKS:**

In keeping with the nursing profession's responsibility for protecting the public from harm while providing nursing care, clinical agencies and/or the Department of Nursing will ask that nursing students submit information necessary for a background search. Students will pay all fees for such searches. Each student is expected to obtain a background check prior to the start of the clinical course(s) or as requested by the Nursing Department.

#### **Leave of Absence from Nursing Program:**

Admitted nursing students, a Leave of Absence (LOA) form is submitted to the Chair indicating the need to "stop out" with plans to continue in the program in the future. To be considered for a LOA, students must be in good standing and currently passing all courses. Students must consider that returning to the program is dependent upon space being available as class size is limited. Students requesting a leave of absence need to discuss the reason for this request with their advisor. The LOA form can be obtained from their advisor. The completed LOA form is submitted to the Department of Nursing Chair. (Refer to University Student Handbook – Policies and Procedures). Readmission following a LOA requires appropriate documentation by the student as determined by the advisor with a letter requesting readmission. Students withdrawing from the nursing program must submit a letter of withdrawal to their advisor. Students who withdraw are not allowed to re-enter the program without a new application for admission.

## **DEFINITIONS:**

**Preceptor:** An individual who possesses a minimum of a Master's degree in Nursing with experience in an area which the student has an interest. This professional will serve as a mentor for nursing administration and nursing education students and must accept the educational philosophy and curriculum of the university and Department of Nursing. The Preceptor will provide a resume/vitae to the Department of Nursing. The instructor of the course determines if an individual has adequate experience and education to be qualified to serve as Preceptor. This individual will work closely with the student in the role setting. The Preceptor will provide the instructor feedback about the student's performance, but the instructor determines the course grade.

**Apprenticeship:** An experience for the Nursing Administration (NA) or Nursing Education (NE) graduate nursing student to apply knowledge in role specific situations. Goals for the student include but are not limited to: relating theory and research to practice in the advanced role of a nurse administrator or nurse educator, refining skills in the area of nursing administration or education, and implementing the nurse administrator or nurse educator role under the supervision of the Preceptor.

**Clinical Agreement:** A clinical agreement between a healthcare provider/agency and FHSU is obtained by the student and completed per course requirements. A clinical agreement must be in place before a student can begin any clinical experience involving direct care and all practicum or apprenticeship experiences.

**Full-time Graduate Student:** Student enrolled in a minimum of 9 graduate credit hours each fall and spring semester; minimum of 6 graduate credit hours summer semester.

**Graduate Assistant:** Graduate student assigned to the Department of Nursing by the FHSU Graduate School to work (in a mentor-mentee relationship) with members of the graduate nursing faculty on teaching and/or research activities.

**Graduate Teaching Assistant:** Graduate student assigned to the Department of Nursing by the FHSU Graduate School to work (in a mentor-mentee relationship) with members of the nursing faculty to prepare for, monitor or assist with classes, and/or assist with research activities.

## **RESOURCES**

### **Library:**

1. Library resources are widely used by graduate students. Students should attend library orientations in person or virtually and familiarize themselves with library resources.
2. Some journal articles necessary for course work (e.g. written papers) in the graduate nursing program may not be available at Forsyth Library. The librarians can assist students with an interlibrary loan to obtain materials through cooperation with other libraries nationwide. Allow *at least 2 weeks* for processing and receiving requests.

**Internet and E-Mail:**

Students are given an e-mail address at enrollment time. Students are expected to use the FHSU email for all course and advisor contacts. The email address is to be used for all communication with the Department of Nursing and the university.

**Computer Issues:**

Students have access to 'TigerTech', the HelpDesk call center and PC support operations of Fort Hays State University. 'TigerTech' is located in Tomanek Hall room 113 and is available at <https://www.fhsu.edu/tigertech/index> or phone 785-628-FHSU and ask for 'TigerTech'.

**Health and Wellness Center:**

Nurse Practitioners and nurses offer a variety of health services at the Health and Wellness Center for enrolled students.

**MSN Program Policy:**

Students are expected to follow the most updated handbook posted on the Fort Hays State University Nursing Department web at all times while in the Master of Science of Nursing program.



## Appendix A

### FHSU NURSING DEPARTMENT PROFESSIONAL DISPOSITION REFERRAL SYSTEM IN RELATION TO CLASS/PRACTICUM COURSES

**Policy:**

- All violations are reported to the Department Chair. The Department Chair meets with the student regarding the violation.
- Violations are documented on plan of improvement form. Copy to student, advisor, & file.
- Levels may change depending on severity of violation. (HIPAA, misconduct, unsafe practice, academic dishonesty)
- Points accumulated throughout program. Multiple offenses may result in dismissal recommendation.

LEVEL I	LEVEL II	LEVEL III	LEVEL IV	
2 Points	4 Points	6 Points	10 Points	
Dress Code Violation	Conflict with Students and/or Staff	Threats / Verbal Abuse	Non-Compliance with FHSU Laws	Misuse of University Documents
Practicum Preparedness Violation	Class Disturbance	Tobacco Possession and/or Use in practicum/class	Vandalism/Damage of Property	Fraud
Profanity / Vulgarity	Practicum Attendance Violation	Academic Dishonesty	Unauthorized use of Firearms and Other Deadly Weapons	Unauthorized Use of FHSU Facilities and/or Keys
Electronic Device Violation	Forging Documents (plagiarism, fabrication)	Inappropriate Technology Use (cheat sites, social media, confidentiality, etc.)	Unauthorized Use of Flammable Materials and Fireworks/ Arson	Non-Consensual Interaction with Students, Staff, Clients/Families
Preceptor concern with student	Inappropriate Drawings, Words or Gestures.	Instructor Referral for Excessive Absences	Client Abuse (verbal and/or physical)	Misuse of FHSU and/or Field-Experience Computer Equipment
	Invasion of Personal Space	Lying and/or misrepresentation of facts	Tampering with Fire Alarms and Equipment	Alcohol/Drug Violation
	Practicum Clearance Violation	HIPAA Violation	Theft or Misappropriation of equipment	Fighting or Overtly Aggressive Behavior
		Misconduct during practicum *	Disorderly Conduct involving Security during school activities	
		Confidentiality		

	Failure to report unethical behavior.	Conduct Unbecoming of a Professional Nurse according to the ANA Code of Ethics.		
	<b>Repetitive Level 1 Referrals</b>	<b>Repetitive Level 1 &amp; 2 Referrals</b>	<b>Dismissal Recommendation to Student Affairs</b>	