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“Delta State University is committed to a policy of equal employment and educational opportunity. Delta State University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. This policy extends to all programs and activities supported by the University.”
DSU ROBERT E. SMITH SCHOOL OF NURSING

History

Established in 1977 as the fifth educational unit within DSU, the School of Nursing (SON) was approved to offer a curriculum leading to the degree of Bachelor of Science in Nursing. The new school was expected to help meet the need for an increased number of educationally prepared registered nurses for the underserved, rural areas of the northern Mississippi Delta. In the early 1990’s, the Mississippi legislature allocated funding to start two new master’s in nursing degrees programs committed to the preparation of nurse practitioners due to the state’s need to adequately staff its rural health clinics and in response from the Community of Interest (COI). The SON was selected as one of those choices. In 1994, the new master’s program was accredited by the Mississippi IHL for enrollment of students in 1995. Subsequently, a curriculum option to prepare Nurse Educators and Nurse Administrators was made available. In 2008, a Mississippi educational consortium for specialized advanced practice nursing was established among the five universities for the Gerontological Nurse Practitioner (GNP) and Psychiatric Mental Health Nurse Practitioner (PMHNP) programs of study. As of April, 2009, the School of Nursing academic unit has been named the Robert E. Smith School of Nursing (RESSON) through contributions of a very generous donor Mr. Robert E. Smith. In fall 2013, the Doctor of Nursing Practice (DNP) degree program will be offered to allow registered nurses at the associate, baccalaureate, and master’s level to advance their education by earning the degree and seek eligibility, if needed, to take the Family Nurse Practitioner certification exam.

Within the BSN degree program, two pathways are available to applicants: a BSN or an RN-BSN Completion curriculum. The baccalaureate program provides enhanced online course delivery through the CE6/Blackboard course management system for both the BSN and RN-BSN programs. The BSN program continues to offer a blend of the traditional classroom with online learning. Currently, all courses within the BSN program are considered to be web-enhanced. For the RN-BSN program, courses are delivered totally online with optional periodic meetings scheduled throughout the semester at remote educational sites (Greenville Higher Education Center [GHEC] in Greenville and Coahoma County Higher Education Center [CCHEC] in Clarksdale). Since 1981, the undergraduate program in nursing has produced baccalaureate nurses for the Mississippi Delta and southeastern region. The BSN degree program has been continuously accredited since its inception by the Mississippi IHL and by the National League for Nursing/NLNAC from 1978 to 2006. In 2000, accreditation was granted by Commission on Collegiate Nursing Education (CCNE) for a ten year period. Continued accreditation for the baccalaureate program was granted by CCNE in 2011 for a ten year term, extending to 2020.

Within the MSN program, five tracts are available: Nurse Administrator (NA), Nurse Educator (NE), Adult/Gerontology Nurse Practitioner (Adult/GNP), Family Nurse Practitioner (FNP), and Family Psychiatric/Mental Health Nurse Practitioner (FPMHNP). In 1998, the Delta Health Education Project (DHEP) stimulated the development of an online format for the MSN program. In 2000, the SON started offering master’s content online. The master’s program was accredited by the NLN/NLNAC through 2004 and by CCNE since 2000, with reaccreditation approved in 2005 for 10 years. Continued accreditation for the master’s program was granted by CCNE in 2011 for a ten year term, extending to 2020.
Within the DNP program, four options are available: RN-DNP, BSN-DNP, Post Master’s (Non-FNP) – DNP, and Post Master’s (FNP) – DNP. This program will be offered in an online format with options of a full-time or part-time status. The DNP degree program has received initial approval from both the Mississippi Institute of Higher Learning (IHL) and the Southern Association of Colleges and Schools (SACS). Both state and national accreditation (CCNE) was sought in 2015 for the program and initial accreditation for five years pending approval from CCNE Board of Directors.

Vision

*Robert E. Smith School of Nursing…Transforming Healthcare in the Mississippi Delta and beyond…one exceptional nurse at a time!*

Mission

The mission of the Delta State University Robert E. Smith School of Nursing is to transform healthcare in the Mississippi Delta and beyond by preparing graduates to be nurse leaders at the baccalaureate, master, and doctoral levels through excellence in education, evidence-based research, interprofessional practice, and multidimensional partnerships in a diverse society.

Approved: 12/96; revised: 02/16/98, 05/02/2013, 04/14/2014, 04/27/2015
Reviewed: 04/30/2012, 04/28/2016

Philosophy

The philosophy of the faculty of the Delta State University Robert E. Smith School of Nursing is consistent with the goals and mission of the University. The faculty believes clinical and theoretical scholarly inquiry fosters the development of the nursing profession. Nursing embodies the art and science of caring, which is the nurturing, skillful act of being with another to promote optimum health and derives its mission of service from societal needs.

Society is the organizing framework composed of individuals, families, and communities that is governed by morals, ethics and laws. We believe that each individual is unique and possesses the right to informed choices in the attainment of health care services.

Health is a dynamic state of being influenced by the spiritual, cultural, psychological, physical and societal components, which interact with the environment. The state of health is influenced by the perception of the individual and society. Nursing facilitates the health status of the individual through interacting with systems and assisting in the movement toward an optimum level of well-being.

Approved: 12/96; Revised: 02/15/98, 04/02/01, 05/06/02, 04/03, 04/27/2015
Reviewed: 04/30/2012, 04/28/14, 4/28/2016

10 Revised: 05/2016
Graduate Program Outcomes

Master of Science in Nursing (MSN) Program:
1. Integrate nursing, related sciences, and emerging evidence to improve health outcomes and safety for diverse populations.
2. Utilize leadership skills to design and implement strategies that improve care delivery and outcomes.
3. Contribute to the integration of healthcare services to improve quality and safety across the continuum of care.
4. Translate theory and research to provide evidence based nursing practice and improve outcomes.
5. Promote the use of information and communication technologies to provide safe, quality, and cost effective healthcare.
6. Analyze and interpret the effects of healthcare policies, ethics, and regulatory processes to influence practice and outcomes.
7. Employ collaborative leadership strategies to advocate, mentor, and function within inter-professional teams and partnerships.
8. Integrate individual and population based health promotion and prevention strategies to provide equitable, efficient, and effective global healthcare.
9. Apply advanced knowledge, skills, and competencies to design, implement, and evaluate direct and indirect care for individuals, families, and communities.

Doctor of Nursing Practice (DNP) Program:
1. Develop and evaluate new practice approaches based on science from nursing and other disciplines.
2. Employ leadership skills to design and evaluate strategies that improve care delivery and outcomes for diverse populations.
3. Lead interprofessional teams and partnerships to analyze and improve health outcomes for individuals, families, and communities.
4. Assume a leadership role in the application and dissemination of best evidence for practice to promote efficient, effective, and equitable patient-centered care.
5. Design, influence, and implement health care and ethical policies that affect financing, practice regulation, access to care, and outcomes for individual, families, and communities.
6. Analyze scientific data and synthesize concepts to develop, implement, and evaluate interventions that address health promotion and disease prevention for culturally diverse populations.
7. Utilize and evaluate information and communication technologies to improve health care and to implement change in health care systems.
8. Utilize advanced clinical judgment and specialty focused competencies to improve the care of diverse populations.

Approved: 01/2012

General Information for Students

Robert E. Smith School of Nursing Building
The Robert E. Smith School of Nursing Building is located on the east side of the campus at the corner of Fourth and Oak Streets. There are six classrooms, a computer laboratory, and two learning resource simulation/skills laboratories in the Robert E. Smith School of Nursing. The address for the Robert E. Smith School of Nursing is: Delta State University Robert E. Smith School of Nursing, P.O. Box 3343, 1003 West Sunflower Road, Cleveland, MS 38733.

ORGANIZATIONAL AND ADMINISTRATIVE STRUCTURE

Dean
The Dean of the Robert E. Smith School of Nursing is nominated by the President of the University upon recommendation of the Provost/Vice President of Academic Affairs and appointed by the Mississippi Board for Institutions of Higher Learning (IHL). The Dean communicates with the IHL through the President and the Provost/Vice President of Academic Affairs. The Dean is responsible to the Provost/Vice President of Academic Affairs for the academic and fiscal management of the Robert E. Smith School of Nursing and the undergraduate and graduate programs.

Chair of Academic Programs
The Dean delegates responsibility for the undergraduate and graduate programs to the Chair of Academic Programs (COAP).

Faculty
Faculty participates in the governance of the Robert E. Smith School of Nursing through the plenary faculty organization committee. Additionally, full time faculty members serve on standing and ad hoc committees.

Staff
Additional employees in the SON include a Secretary to the Dean and a Secretary to the faculty.
Students
Students participate in the governance of the SON by serving as non-voting members of standing committees. (Faculty Organization, Student Affairs, Program Effectiveness, Faculty Development Committees).

FACILITIES – DSU/SON

Student Success Center and Academic Support Services
The Student Success Center and Academic Support Services is located in Room 311 of the H.L. Nowell Student Union. The Student Success Center is staffed by two full-time personnel (an executive director and director). The Center assists students in their journey to academic success and degree completion by providing a wide range of student support services, including academic support, strategies for improved retention, international student development and academic advising. The Center creates and implements strategies that are evidence-based and data driven, yet tailored to meet the individual needs of its students.

Bookstore
The Jimmy R. Williams bookstore is located on the first floor of the H.L. Nowell Student Union and operated by Barnes and Noble. Textbooks as well as certain reference books and other items are available.

SON Computer Lab
The computer lab is available for student use during regular business hours. Use of the computer lab after designated hours must have written approval by appropriate faculty member(s) and faculty must be in the building for the duration. No eating or drinking is allowed in the computer lab. Students will need to check that lab is not reserved for class or tests prior to use of computer lab. Printing is provided through the university’s pay for print Okra card system.

Financial Aid
Delta State University offers a comprehensive program of financial aid to assist students in obtaining a college education. Various federal and state aid programs are available to DSU students. In addition, Delta State University has a campus employment program and an extensive scholarship program. Information is available through the Office of Student Financial Assistance located in room 143 of the Kent Wyatt Building, the current Bulletins, and the website. Various scholarships are available (primarily to undergraduate nursing students). These are listed on the Robert E. Smith School of Nursing website. For additional information on any of these, the student may contact the Dean’s secretary. There is no federal financial assistance available for non-degree courses.
Health Services/Student Health Center
The University operates a 16-bed health care facility staffed with qualified healthcare personnel. Services are available to full-time students (who live on and off campus). Student ID cards are to be presented at time of services. Expenses incurred for special care outside those provided by the University are the responsibility of the student.

Library
The Roberts/LaForge Library is the library resource for the Robert E. Smith School of Nursing students and faculty. The library is located on the southeastern edge of the campus and is within walking distance of the Robert E. Smith School of Nursing and dormitory facilities. Students are encouraged to attend an orientation to the library during the first term of their enrollment. Library hours vary; students should contact the library for routine operating hours or visit the Delta State website.

The primary function of the library is to serve the information needs of the students, faculty and staff through provision of an adequate collection of books, journals, electronic, and other information resources to support the academic program. Materials placed on reserve are available at the circulation desk. Patrons are responsible for all materials checked out in their name. All users leaving the institution must clear with the library prior to receiving final checks, academic records, or diplomas.

A Computer Lab for DSU students is available in the library. The SON has a nursing library liaison to assist students in library searches, APA formatting, and obtaining resource materials.

Police Department/Emergency Services
The Delta State Police Department operates 24 hours a day. Students may call the Delta State Police Department directly by dialing extension 4155 when on campus (use prefix 846 when on cell phone or off campus).

Writing Center
The Writing Center, under the direction of the Division of Languages and Literature, provides tutorial support for any graduate student.

Food/Dining

Cafeteria/Food Services
Cafeteria/Food services are available to students in the H.L. Nowell Student Union and Young-Mauldin Cafeteria. Please refer to the website for hours of operation.
Vending Machines
Vending machines are provided and located in the foyer of the south entrance of the Robert E. Smith School of Nursing. Any machine problems should be addressed to the faculty secretary.

SERVICES – DSU/SON

Computer Accounts/ E-mail
DSU computers, computing facilities, and network connections are for the purpose of providing academic and administrative support to the faculty, students, and staff of the University. All students are assigned an Okra E-Mail account upon registration. Students should activate this account as it will be used for University and Robert E. Smith School of Nursing announcements and information that are outside of the courses. Users are responsible for all results originating from their use of University computers. Misuse can result in the immediate termination of the right to use University computers. For additional information contact the Office of Information Technology (OIT) Department.

Messages
Should you receive a non-emergency telephone message while on campus, it will be placed on the classroom door.

Photocopying
Photocopying privileges cannot be provided for students. Photocopying for students can be allowed when materials are requested by faculty for Robert E. Smith School of Nursing records. Copy machines which use OKRA cards are available in the Robert E. Smith School of Nursing Computer Lab as well as in the Union and Library.

Publications
Delta State University supports and encourages THE DELTA STATEMENT, the campus newspaper. The Robert E. Smith School of Nursing also publishes in print and online a newsletter, THE PULSE.

Student Lounge
The Student Lounge, room 126, contains chairs, sofa, table, refrigerator, coffee pot, and a microwave. Students are expected to keep the lounge area clean and neat. Any student using the microwave and coffee pot is responsible for cleaning up after themselves.
Suggestion Box
A suggestion box is located in the Student Lounge. The purpose of the box is to provide an opportunity for students and others to make suggestions for improving the quality of academic programs, student life, and the school’s environment. Suggestions are reviewed monthly by the Faculty Organization and the Dean.

ADMISSION TO GRADUATE PROGRAM
The graduate admissions process is coordinated by the Graduate Office and the Robert E. Smith School of Nursing. Admission to the Graduate Program requires for students to be registered nurses with a baccalaureate in science degree or a health-related field from an accredited institution. A student admitted as “non-degree seeking” may enroll in graduate courses with the permission of the Chair of Academic Programs (COAP). Transfer of credit hours from another institution may be awarded toward a degree after a request is submitted by the student and credit negotiated before admission to the SON. Students may be admitted to the graduate program in nursing either as Full Admission or Provisional Admission status.

Full Admission to MSN Program
Admission is competitive and based upon the perceived ability of the applicant to successfully complete the program of study, the appropriateness of the requested program of study, and in the student’s goals. A limited number of students are accepted to the Robert E. Smith School of Nursing MSN Program. The most qualified applicants will be accepted first. Students considered for Full Admission must meet the following requirements:

A. Apply to Delta State University Graduate School and meet admission requirements as outlined in the Delta State University Graduate Bulletin.

B. Meet admission requirements to the Robert E. Smith School of Nursing Graduate Program as follows:
1. Baccalaureate degree in nursing with a minimum GPA of 3.0 overall
2. Completion of Robert E. Smith School of Nursing Master of Science in Nursing Program Application
3. A combined verbal and quantitative score ≥ 800 [≥ 280 on new test] and analytical score ≥ 3.5 on the Graduate Record Exam [score must have been obtained in the past 5 years]
4. At least one year of continuous clinical nursing experience as a Registered Nurse for Nurse Educator and Nurse Administrator
5. At least one year of continuous clinical nursing experience with patient contact as a Registered Nurse within the past three years for Nurse Practitioner.
5. Submission of a Resume` (further information included in the application packet)

6. Completion of an advanced role in nursing statement as noted in the Robert E. Smith School of Nursing Master of Science in Nursing Program Application

7. A copy of a current license or privileged to practice nursing as a Registered Nurse in Mississippi. Individuals who hold a restricted license may or may not be eligible for admission

8. Three current (< 1 year) letters of professional/academic reference. At least one reference must be academic in nature

9. Completion of an interview with Robert E. Smith School of Nursing faculty prior to admission with a score of 50 or better (application packet must be complete and either a satisfactory GPA and/or a satisfactory GRE score earned before an interview is scheduled)

10. A grade of “C” or better on a graduate level pathophysiology course (Applies only to Nurse Practitioner and Educator Tracks)

11. A grade of "C" or better on an introductory course in statistics

**Exception to the noted admission requirements may be considered by the Graduate Nursing Program Committee

C. Additional Admission Requirements:
1. Complete a health and immunization form provided by the Robert E. Smith School of Nursing, evidence of personal health insurance and malpractice insurance, and current BLS certification (infant, child, adult) after being accepted for admission.

2. Comply with Mississippi legislative statues and regulations regarding criminal background checks by having fingerprints taken at an approved health care agency (not a police or sheriff’s department) and a criminal background check completed. Any cost of this requirement will be the student’s responsibility.

Provisional Admission to MSN Program
Students who are registered nurses with a Bachelor of Science degree in a health-related field may also be considered for provisional admission by the graduate faculty. Non-degree students seeking admission into the program who have earned a grade(s) of “C” in non-degree courses may be also considered for provisional admission.
Students with Provisional Admission will be granted Full Admission after completing at least 9 semester hours of course work, following admission to the program, with at least a grade of “B” on all courses and by meeting other requirements for progression. Students who are provisionally admitted and who do not make a grade of at least a “B” or better on all courses in the first 9 semester hours of work, following admission to the program, will be dismissed from the program.

**Post–Master’s Certificate Admission**

A student applying for a Post-Master’s certificate option must meet all the requirements for admission to the master’s program with the exception of the overall GPA of 3.0 in the Master of Science in Nursing degree program. No GRE score is required.

**Full Admission to DNP Program**

Admission is competitive and based upon the perceived ability of the applicant to successfully complete the program of study, the appropriateness of the requested program of study, and in the student’s goals. A limited number of students are accepted to the Robert E. Smith School of Nursing MSN Program. The most qualified applicants will be accepted. Students considered for Full Admission must meet the following requirements:

<table>
<thead>
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<th>Post BSN</th>
<th>Post MSN (non-FNP &amp; FNP)</th>
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<tr>
<td>1. Apply to DSU and meet admission requirements as outlined in the DSU Undergraduate and Graduate Bulletin.</td>
<td>1. Apply to DSU Graduate School and meet admission requirements as outlined in the DSU Graduate Bulletin.</td>
<td>1. Apply to DSU Graduate School and meet admission requirements as outlined in the DSU Graduate Bulletin.</td>
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<tr>
<td>2. Meet admission requirements to the SON RN-DNP Program as follows by April 01:</td>
<td>2. Meet admission requirements to the SON Graduate Program as follows by April 01:</td>
<td>2. Meet admission requirements to the SON Graduate Program as follows by April 01:</td>
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<tr>
<td>• GPA of 3.0 or better on a 4.0 scale upon entry into the program with an overall 3.2 GPA upon completion of the BSN degree.</td>
<td>• BSN degree with a minimum GPA of 3.2</td>
<td>• MSN degree with a minimum GPA of 3.2</td>
</tr>
<tr>
<td>• A grade of “C” or better in all non-nursing (pre-requisite) support courses</td>
<td>• A grade of “C” or better on an introductory course in statistics</td>
<td>• A grade of “C” or better on an introductory course in statistics</td>
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<tr>
<td>• Completion of a SON Doctoral Program Application</td>
<td>• Completion of a SON Doctoral Program Application</td>
<td>• Completion of a SON Doctoral Program Application</td>
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<td>• Completion of an advanced role in nursing statement as noted in the SON Doctoral Program Application</td>
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<td>• Completion of an advanced role in nursing statement as noted in the SON Doctoral Program Application</td>
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<td>• Three current (&lt;1 year) letters of professional/academic reference. At least one reference must be academic</td>
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<td>A copy of a current license or privilege to practice nursing as a registered nurse in Mississippi. Individuals who hold a restricted license may or may not be eligible for admission.</td>
<td>A combined verbal and quantitative score $\geq 800$ ($\geq 280$ on new test) and analytic score of $\geq 3.5$ on the Graduate Record Exam by completion of the BSN degree requirements [score must have been obtained in the past 5 years]</td>
<td></td>
</tr>
<tr>
<td>A copy of a current license or privilege to practice nursing as a registered nurse in Mississippi. Individuals who hold a restricted license may or may not be eligible for admission.</td>
<td>At least one year of continuous clinical nursing experience with patient contact as a Registered Nurse within the past three years.</td>
<td></td>
</tr>
<tr>
<td>A copy of current national family nurse practitioner certification (ANCC &amp; AANP) [FNP only]</td>
<td>Submission of a resume’</td>
<td></td>
</tr>
<tr>
<td>At least one year of continuous clinical nursing experience with patient contact as a Registered Nurse within the past three years.</td>
<td>Completion of an interview with the SON faculty members prior to admission with a score of 50 or better (application packet must be complete before an interview is scheduled).</td>
<td></td>
</tr>
<tr>
<td>Submission of a resume’</td>
<td>Writing sample may be required during interview.</td>
<td></td>
</tr>
<tr>
<td>Completion of an interview with the SON faculty members prior to admission with a score of 50 or better (application packet must be complete before an interview is scheduled).</td>
<td>A grade of “C” or better on a graduate level pathophysiology course prior to enrolling in all other graduate level courses.</td>
<td></td>
</tr>
<tr>
<td>Writing sample may be required during interview.</td>
<td><strong>Exception to the noted admission requirements may be considered by the Graduate Nursing Program Committee.</strong></td>
<td></td>
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</tbody>
</table>

**Note:** Exceptions to the noted admission requirements may be considered by the Graduate Nursing Program Committee.
ACADEMIC DOCUMENTATION REQUIREMENTS
It is the responsibility of the student to provide and maintain documentation required by the Robert E. Smith School of Nursing, The State of Mississippi, and/or other agencies. Examples of required documentation include: certifications, licensures, insurance(s), vaccinations, criminal background checks, physical and health history, screening tests and titers. A student who fails to submit required documents by the designated date each semester at Delta State University will not be allowed to participate in any class, on-line or clinical activities. Absences will be recorded. A “hold” on academic records will be placed for those who do not have required documentation.

Basic Life Support Certification
All students must show evidence of BLS certification for Health Care Providers Course by the designated date of the semester enrolled. This certification must remain current throughout the program of study.

Criminal Background Checks
The Robert E. Smith School of Nursing does not require criminal background checks (CBCs) on students accepted into the BSN, RN-BSN, MSN, or DNP programs; however, per Mississippi Law (MCA: Title 97; 37-29-232; 73-15-19 (1)d), CBCs must be performed on employees of healthcare facilities. All students enrolled in a Mississippi School of Nursing fall in this category. Therefore, all students will have a CBC.

Each clinical agency reserves the right to apply its institution's rules and regulations, and may deny a student access to its' clinical sites based upon CBC. Students are responsible for clarifying and adhering to agency requirements. Those students who do not have a current (within the last two years) CBC must notify the COAP for arrangement to be made with a healthcare agency for a CBC to be conducted. Students will be required to sign a release of information form allowing the SON to receive a copy of the CBC results. Students are responsible for the cost of the CBC and ensuring a copy of the CBC results is on file by the designated date.

Health Insurance
Health insurance is the responsibility of the student, including any health care expenses incurred while a student. A student enrolled in at least six (6) semester hours is eligible for low-cost health/accident insurance protection through the University. Proof of insurance is required upon admission and then at the beginning of each semester.
Licensure
All RN and APRN students must provide proof of current licensure or privilege to practice nursing in Mississippi. Individuals who hold a restricted license may or may not be eligible for admission or to continue in the program.

Physical Exam and Health Requirements
All students must have a physical examination with required immunizations and screenings as stated on the health and physical forms prior to beginning the program. The expense of this examination is the responsibility of the student. Students are required to present documentation of immunization completion upon admission to the nursing program unless shown to be immune or medically at risk. The student must also present documentation of a negative TB skin test and/or chest x-ray/assessment with annual screening. The Faculty Secretary will obtain documentation and assess compliance each semester from the students’ requirement checklist. Students not providing documentation of HBV vaccination, immunity, or medical risk must sign a declination form and a waiver of liability for Delta State University. All graduate students must also provide documentation by mid-October (or a specified date in accordance to that flu season) of an influenza vaccination. Graduate students who decline the influenza vaccination must sign the influenza declination waiver and follow any other requirements of their current clinical agency and the student will then be exempted (Appendix A). However, the clinical facility has the right to require that a mask be worn the entire flu season. Students will not be allowed to attend clinical until the requirements are met.

Professional Liability Insurance
All students are required to have professional liability (malpractice) insurance by the designated date. The Robert E. Smith School of Nursing offers a blanket policy for MSN and DNP students, in the student nurse role only, and the fee is included in the SON lab fees.

ACADEMIC POLICIES AND PROCEDURES

Academic Regulations and Policies
Policies, established by the faculty, are subject to change as laws and conditions may require. Policies should not be considered final or irrevocable. The Dean maintains a current statement of approved policies and guidelines. All students in the Robert E. Smith School of Nursing should be aware and knowledgeable of the provisions in the Delta State University Graduate Bulletin.

Attendance, Absence, Tardiness – Classroom/Online/Clinical/SON Activities
Regular and punctual attendance at all scheduled classes, clinical, and Robert E. Smith School of Nursing activities is expected of all students and is regarded as integral to course credit.
Class Attendance

Graduate level nursing classes are conducted on-line and policies/procedures for each class are announced in writing at the beginning of the term. Students are responsible for completing assignments/activities according to the directions indicated in the syllabus. Class attendance is defined as face to face classroom meetings, other meetings, on-line course attendance requirements, or any other requirement set forth in a course calendar or syllabus. A student absent from class when a test is scheduled is entitled to a makeup test ONLY if prior notification received and evidence is presented to the faculty member that the absence was due to illness or death in the immediate family.

Online Class Attendance

For purposes of financial aid and enrollment, a student will be considered to be in attendance in an online class when the individual 1) participates in online discussions about academic matters; or 2) initiates contact with faculty to ask questions about subject studies; or 3) completes assignments; or 4) takes tests. Logging into an online course without active participation does not constitute attendance.

The last date of attendance will be the date the student last logged into the course and met one of the four criteria above.

A student in an online course must follow the standard procedure for dropping the class.

NO-SHOW Status: Students who have logged into an online course but have not actively participated will be reported as “No Shows” according to the university’s No-Show procedure.

Clinical Attendance

Regular and punctual attendance at all clinical learning experiences is expected of all students. Absences can lead to an unsatisfactory in clinical and therefore a failure in the course. If the student must be absent from a clinical learning experience due to an emergency or medical illness, the appropriate agency and faculty member must be notified prior to the beginning of the clinical learning experience. If unable to reach the appropriate faculty member, the student must then notify the agency unit and the Robert E. Smith School of Nursing. (An answering machine will pick up when SON staff is not available). Failure to notify faculty may result in an unsatisfactory clinical grade. Each student is directly responsible to their individual clinical faculty for absences and tardiness. Clinical attendance is defined as face to face clinical experiences, observations, other meetings, online attendance requirements, or any other requirement as set forth for clinical learning experiences in the course calendar or syllabus.

Change of Name/Address

When a student legally changes his/her name and/or address, it must be reported to the Registrar of the University and the Faculty Secretary of the Robert E. Smith School of Nursing.
Cheating and Plagiarism

Definitions

**Cheating** - taking credit for work which has been completed by another person, or assisting others in the misrepresentation of their academic work. Examples include, but are not limited to the following:

- taking answers from another student's paper or allowing answers to be taken from one's own paper during an examination or quiz;
- the use of notes or any other aid not specifically allowed or approved by the instructor;
- unauthorized access to an un-administered examination or quiz and dissemination of the same;
- collaboration on take-home examinations unless specifically approved by the instructor;
- receiving editorial assistance on a course assignment beyond that expressly allowed by the instructor;
- collaborating with another person in the preparation of any assignment offered for credit when such collaboration is prohibited by the instructor; and
- submitting the same work for credit in more than one course, regardless of whether or not such submission occurs within the same term. An exception may be granted if the student receives written permission in advance from his/her instructor(s).

**Plagiarism** - the appropriation of ideas, facts, phrases, or additional materials (such as maps, charts, artwork, or computer programs) from any source without giving proper credit or offering appropriate documentation. Any material in a paper, report, artwork, or computer program which is not acknowledged is understood to be the original work of the author, unless the material is considered general knowledge. Students who are unsure whether they have used and documented source material correctly should consult with their instructor prior to submission of the assignment.

Penalties for Dishonesty

- If it is believed that an academic honesty violation has occurred, the instructor should schedule a conference with the student to present the violation and evidence. If, following the consultation, the faculty member still believes the student has committed an act of academic dishonesty, the faculty member may recommend an appropriate sanction, such as a grade of zero on the test, examination, or paper in question, retake of a test or examination, extra work, failure in the course, suspension, or a combination of these sanctions. The faculty member shall inform the student of the recommended sanction. The faculty member then shall submit a written report of the matter (including Cheating/Plagiarism Document) to the department/division chair, the dean of the school/college in which the course was offered, and, if different, the student's academic dean, and the Provost, with a copy to the student. In the case of a graduate student, the
The dean of the Graduate Studies shall be given a copy. This notification will remain confidential in compliance with policies protecting student privacy.

If the recommended sanction is dismissal, the provost shall inform the president, and the president shall direct the registrar to inform the student of the recommendation of the dismissal. In each case, copies of the notification of a recommended sanction shall be sent by the registrar to the faculty member, the department/division chair, the dean of the school or college in which the course was offered, and if different, the student’s academic dean.

**Student Appeal of Recommended Sanction**
The student may appeal the sanction recommended by a faulty member by following the appeal process already in place in the Delta State University Undergraduate and Graduate *Bulletins*.

**Communication Regarding:**
**Academic Status**

Any student who is concerned about any aspect of their academic standing, including course grade, should discuss the concern with the following individuals in an attempt to resolve the concern:

1. Faculty Member
2. Instructor of Record
3. Chair of Academic Programs
4. Dean of the Robert E. Smith School of Nursing

(Each individual should have an opportunity to discuss the concern with the student prior to the student proceeding to the next level. The student’s academic advisor may be consulted at any time regarding academic concerns. If the academic advisor is also the course faculty, the student may request that the Dean appoint a temporary advisor to assist the student in resolving the course related concern).

**Academic Advisement**

Each student is assigned a faculty advisor to assist them with academic concerns, planning the program of study, and assisting with graduation requirements. The student and advisor can meet as frequently as necessary, but must meet once each semester to review progress. Appointments may be requested by either faculty or student; however, it is the responsibility of the student to schedule the regular semester appointment. These scheduled meetings may occur face-to-face, by phone, written correspondence, or virtual conferencing to accommodate distance learning students.
Comprehensive Examination for Nurse Administrator and Nurse Educator

Students who anticipate graduating at the end of the spring semester should contact their advisor at the beginning of that semester to request permission to take the required written comprehensive examination. At that time, the advisor will complete the “Graduate Examination Application” form. The Graduate Program Comprehensive Examination will be administered only once each semester. Following review of the student’s records, the advisor will notify the COAP who will request clearance for the written examination to be administered. To successfully complete the written exam, the student must earn an overall score of 83. In the event the student is unsuccessful, the student must register for one hour of nursing credit in NUR 689 Individual Studies the subsequent semester in order to be allowed to retake the examination. In the event of two unsuccessful comprehensive examination attempts, it will be necessary for the student to request graduate program approval for continuing in the program. If approval is granted, the student will be required to complete a program of remediation approved by the graduate faculty prior to the third and final comprehensive examination attempt. An unsuccessful third attempt will result in dismissal from the program. The preparation and administration of the comprehensive examination is the responsibility of the Robert E. Smith School of Nursing. The student will receive written notice of examination results from the COAP.

Comprehensive Examination for Nurse Practitioners

Students who anticipate graduating at the end of the spring semester should contact their advisor at the beginning of that semester and request permission to take the required comprehensive examination. At that time, the advisor will complete the “Graduate Examination Application & Outcome” form. Following review of the student’s records, the advisor will notify the COAP who will request clearance for the examination to be administered.

FNP Students – an initial APRN-FNP exam will be administered at the beginning of the spring semester to identify knowledge strengths and weaknesses. A second APRN-FNP Exam will be administered at the end of the spring semester. A minimum score of 800 will be required on at least one of the APRN-FNP Exams. If this score is not achieved, a written comprehensive examination will be administered during the spring semester. To successfully complete the written exam, students must earn an overall score of 83. In the event the student is unsuccessful, the student must register for one hour of nursing credit in NUR 689 Individual Studies the subsequent semester and complete a program remediation approved by the graduate faculty in order to be allowed to retake the examination. In the event of two unsuccessful comprehensive written examination attempts, the student will be dismissed from the program. The preparation and administration of the comprehensive examination is the responsibility of the Robert E. Smith School of Nursing. The student will receive written notice of examination results from the COAP.

Adult/Gerontology & Psychiatric Mental Health NP Students – To successfully complete the written exam, the student must earn an overall score of 83. In the event the student is
unsuccessful, the student must register for one hour of nursing credit in NUR 689 Individual Studies the subsequent semester in order to be allowed to retake the examination. In the event of two unsuccessful comprehensive examination attempts, it will be necessary for the student to request graduate program approval for continuing in the program. If approval is granted, the student will be required to complete a program of remediation approved by the graduate faculty prior to the third and final comprehensive examination attempt. An unsuccessful third attempt will result in dismissal from the program. The preparation and administration of the comprehensive examination is the responsibility of the Robert E. Smith School of Nursing. The student will receive written notice of examination results from the COAP.

**Course Syllabi**

The course syllabus is a course guide and is not a contract. To meet varying educational and time requirements, it may be changed or modified by the faculty member at any time without prior notice. Students will be notified at the next class meeting or immediately through the learning management system of any course syllabi changes.

**Course Time Limit**

The SON will not accept DSU course credit completed more than 6 (six) years prior to the date of application to the MSN program. However, course work may be revalidated with permission of the graduate advisor, COAP, and Dean. A student is eligible to revalidate up to 2 (two) courses. The revalidation process may include refresher work followed by satisfactory performance on a revalidation examination and/or competency check-off. From the date the revalidation process is approved, the student has a maximum of three months to complete the process. A revalidation examination fee may be charged. In special cases, and with approval of the department chair, the Dean of the Robert E. Smith School of Nursing may waive revalidation and accept course work more than 6 (six) years old.

**Coursework**

Any coursework completed during the semester must be viewed and copied by the student during that particular semester. Once the semester is concluded and coursework filed, no student will be allowed to remove coursework from the file folder.

**Degree Candidacy**

A student must file an application for candidacy two semesters prior to the date of graduation. The advisor will review the applicant’s Curriculum Advising & Program Planning (CAPP) and file folder to ensure candidacy status of a minimum GPA of 3.0 and completion of all graduation requirements.
Dismissal

Academic - Dismissal/Suspension

Students who earn three grades of "C" or one grade of "D" or "F" will be dismissed from their degree program. Also, graduate students must maintain a 3.0 GPA during the first nine semester hours of any course work in a degree program. Failure to do so will result in dismissal from that program unless otherwise stipulated by the department offering the program. If, any time after completion of nine (9) hours, a student's overall grade point average on graduate courses drops below a 3.0, the student will be placed on probation. A student on probation is not a candidate for a degree. A plan of action to address academic deficiencies will be required. The student will submit the plan of action to the NP Director [for FNP students] and COAP [for all other students] prior to enrolling in graduate work for the next semester. Probationary status is removed by raising the overall grade point average to 3.0 or better on all graduate work at the end of the next semester of enrollment after being placed on probation (For students enrolled in the summer, both school terms will be used to determine if probationary status should be removed). Failure to remove probation in the manner described will result in the student being dropped from the degree program. Requests for reinstatement to a graduate program must be approved by the college or school dean.

Program Dismissal

A student deemed to be unsafe, unprofessional, or unethical will be notified in writing by the Chair of Academic Programs (COAP) of his/her dismissal from the program.

Emergencies

Should an emergency arise in transit to a facility or class, it is the student’s responsibility to notify the course or clinical faculty.

Enrollment in Graduate Coursework

Undergraduate students may enroll in up to 9 (nine) graduate hours if they are within 6 (six) hours of graduation or are eligible for graduation, have a 2.75 undergraduate GPA and approved by the graduate advisor, COAP, and School Dean. Undergraduate students enrolled in graduate coursework do not complete an application for admission to graduate school until after they have completed the baccalaureate degree.

Evaluations

Delta State University and Robert E. Smith School of Nursing Evaluations

Procedure for Evaluation of Courses, Faculty, Clinical Agencies, Programs, and Library

MSN and DNP students are expected to objectively and constructively evaluate each nursing course, faculty member, clinical agency, and program at the end of each semester.
1. During the last few weeks of each semester the students will complete evaluations for each course (didactic and clinical), faculty members assisting with each course, and clinical agencies used for learning experiences. During the final semester, the students will evaluate the entire program of study. During the Spring semester, library services will also be evaluated.

2. After all grades have been submitted to the Registrar’s Office, the completed evaluation data will be provided to appropriate faculty for review.

3. Data from student responses will be considered in revising course content, instructional methods, and each program curriculum.

**Grading System**

The grading system for academic courses at Delta State University is a five-letter format as follows: A-excellent; B-good; C-satisfactory; D-poor; F-failure. To these marks, the following quality point values are assigned: A-4; B-3; C-2; D-1; F-0. These values are termed quality points per semester hour of credit. A grade of “B or better” is required for successful completion of a clinical course at the MSN and DNP level. The letters I/IP indicate that work is incomplete/in progress due to providential causes that prevented the student from taking the final examination. A grade of I/IP must be removed within twelve months. Faculty reserve the right to make decisions related to audit status.

The grading scale for students in the SON graduate program: A = 100-92; B = 91-83; C = 82-76; D = 75-65; F = below 65. Grades will not be rounded. The recommended grading technique is number correct over number possible. If a graduate course is repeated, the second grade does not replace the first grade – both grades will appear on the student’s transcript and will be used to compute the cumulative GPA. A course may be repeated only once.

**Graduation**

In order to graduate from Delta State University the student must: Meet all the criteria for graduation, as set by the University and noted in the DSU Graduate Bulletin, successfully complete the course of study as outlined by the faculty of the Robert E. Smith School of Nursing in the DSU Graduate Bulletin, and complete an online application for a degree two semesters prior to graduation. It is the responsibility of the student to insure that official transcripts containing credit for all courses required for the degree are in the University Registrar’s Office prior to graduation. DSU has both a December and May commencement ceremony. Commencement is required of all students. Students must send notification to the SON Dean and Coordinator of Commencement (Registrar’s Office) to receive their diploma in absentia.
Grievance

Formal student grievances regarding the actions of an instructor shall proceed as follows:

1. The student will discuss the problem with the instructor and seek a solution. If the problem is not satisfactorily resolved in conference with the instructor, the student is entitled to submit an appeal in writing (with documentation) to the department/division chair. Upon receiving a student appeal, the department/division chair submits a written request for a response in writing (with documentation) from the instructor. The department/division chair notifies the student and faculty member in writing of his/her decision, within fifteen working days from the date the appeal is received.

2. If the problem is not satisfactorily resolved, the student is entitled to resubmit the appeal in writing to the college/school dean with administrative responsibility for the department in which the appeal originated. The college/school dean reviews the student appeal and the corresponding response from the faculty member. The college/school dean notifies the student and faculty member in writing of his/her decision with a copy to the division/department chair, within ten working days from the date the appeal is received.

3. If the problem is not satisfactorily resolved, the student is entitled to submit a written request for a hearing with the Graduate Academic Appeals Committee. The Graduate Academic Appeals Committee chair schedules a hearing date, within fifteen working days from the date the request for hearing is received, and notifies the student and faculty member. Both parties may submit their cases in person to the committee. The Academic Appeals Committee notifies the student and faculty member in writing of its decision with a copy to the appropriate dean, within five working days from the date of the hearing. All proceedings of the Graduate Academic Appeals Committee are confidential.

4. If the problem is not satisfactorily resolved, the student is entitled to resubmit the appeal in writing to the Vice President for Academic Affairs. The Vice President for Academic Affairs reviews the student appeal and the corresponding response from the faculty member, and any pertinent documentation generated during the appeal process. Within ten working days after receiving the appeal, the Vice President for Academic Affairs notifies the student and faculty member in writing of his/her decision, which is final, with a copy to the appropriate dean and chair of the Graduate Academic Appeals Committee.

Grievances shall not encompass the quality of instruction, the difficulty of testing, the rigor of grading, or the appropriateness of the course requirements. The judgment
of what standards are appropriate resides with the instructor, unless there is compelling evidence that those standards are arbitrary or capricious. Academic appeals by students must be filed no later than the end of the next regular term after the course in question.

Guidelines for Papers

The required guide for preparation of papers:

Late Assignments

All course assignments will be assigned a due date and time to be completed and submitted for evaluation by course faculty. Assignments may be submitted prior to the assigned due date and time. The IOR of each course may choose to use the Zero Tolerance Policy or the Point Deduction Policy for late assignments.

Zero Tolerance Policy For Late Assignments

Written assignments must be submitted no later than the designated date and time to the appropriate faculty members. A zero tolerance option means that no assignments will be accepted after the date and time of an assignment’s due date. Under this option all assignments that are late, for whatever reason, will receive a grade of zero.

Point Deduction Policy For Late Assignments

All course assignments should be submitted on or before the assigned due date and time to the appropriate faculty members. A point deduction option means that assignments submitted up to five days after the assigned due date and time will receive a five point deduction for each day late. Under this option all assignments submitted more than five days past the assigned due date and time, for whatever reason, will receive a grade of zero.

Potential Risk Statement

There are potential hazards to the nursing student which are present throughout the educational experience. These potential risks include both off campus and on campus clinical experiences.

Progression

Satisfactory Progression in the Graduate Program

Upon admission into the Master of Science in Nursing (MSN) or Doctor of Nursing Practice (DNP) Program:

1. A Grade Point Average (GPA) of 3.0 must be maintained.
2. A grade of “B” or better is required in all clinical courses and accompanying theory courses:
   a. The student may repeat a course only once.
   b. The student will be dismissed during the program of study if any of the following occurs:
      - Student earns a “D” or “F” in a course
      - Student earns a “C” in three (3) theory non-core courses
      - Student earns lower than a “B” in any clinical or accompanying theory course during the program
   c. The student will be eligible to seek readmission only once.

3. If the student does not earn a “B” or better in the clinical and accompanying theory course, then both the theory and clinical courses must be retaken together. Students who withdraw from a nursing course with an accompanying clinical course will withdraw from both the theory and clinical courses. At no time will a student be allowed to remain in a nursing course if a grade of “W” or “F” is earned in the accompanying course.

4. A grade of credit (CR) or no credit (NC) is awarded in the MSN courses of NUR 687 Research Project. MSN students must earn 3 credit hours (CR) in NUR 687 Research Project to meet degree requirements.

5. Students must successfully complete either the APRN-FNP Exam with a score of 800 or a written Comprehensive Exam with an 83 in the MSN or DNP (post RN, post BSN, and post Master’s non-FNP) programs of study to meet degree requirements.

6. Students must successfully complete one of the following to meet degree requirement:
   - HESI APRN-FNP Exam with a score of 800 or better; or
   - APEA Post-Predictor University Exam with a score of 70% or better; or
   - A written Comprehensive Exam with a score of 83 or better in the MSN or DNP (post RN, post BSN, and post Master’s non-FNP) programs of study.

7. Students will be dismissed from the program for unsafe practice, unethical or illegal conduct.

Students are to adhere to the *American Nurses’ Association Code for Professional Nurses* and the *Robert E. Smith School of Nursing Code of Ethical & Professional Conduct*.

**Reinstatement to Graduate Program**

A student who has withdrawn from the university in good standing, been dismissed for academic deficiencies, or for any other reason been separated from the university, may be eligible to apply for reinstatement upon approval from the Robert E. Smith School of Nursing after one full semester has passed since the dismissal. One full semester is one regular term (Fall, Spring, or both Summer terms). During the dismissed term, a student who wishes to return to the program is encouraged to address deficiencies in his/her academic work with his/her advisor. Students
with academic deficiencies may seek readmission to the Robert E. Smith School of Nursing only once.

Application for Reinstatement process:

1. Submit a letter requesting reinstatement to the COAP no later than the end of the next regular term from the date of dismissal.

2. The COAP will review the letter with the appropriate faculty member(s).

3. The COAP will notify the student in writing of the decision on reinstatement no later than five (5) working days from the received date of the applicant’s letter.

If reinstatement is denied, the applicant may, within five (5) working days of the receipt of the decision, appeal the decision to the Dean of the Robert E. Smith School of Nursing. The Dean will render a decision and inform the applicant in writing within five (5) working days of receipt of the appeal. The decision of the Dean is final.

**Program Progression following Reinstatement**

Following reinstatement, the COAP and faculty will determine appropriate course sequencing for the student.

**Program of Study**

A program of study should be filed in the student’s file folder prior to the completion of twelve semester hours of course work. (A program of study is a list of courses required for completion of the degree and the expected date(s) of enrollment in each.)

**MSN Non-Degree Seeking Students**

MSN non-degree seeking students are students enrolled in graduate courses and who have not been admitted to an MSN degree program in the SON. Students wishing to enroll as non-degree students in selected courses must seek admission to Delta State University and obtain SON permission to enroll in the course. Non-degree seeking students may enroll in non-clinical courses: NUR 601 Advanced Theoretical Issues in Nursing and Ethics, NUR 603 Advanced Pathophysiology (pre-requisite for Educator and Practitioner students), NUR 604 Advanced Healthcare Policy and Politics, and NUR 686 Elective(s). Non-degree seeking students must earn at least a 3.0 GPA each semester. Failure to maintain a 3.0 or better GPA each semester will result in the inability to enroll in other non-degree seeking courses until advisement and permission has been obtained by the COAP.

**Registration**

To receive credit for any course, a student must be registered for that course. The time schedule of registration events is published in the University calendar found in the front section of the
DSU Graduate Bulletin and online. In planning his/her program of study, each student has the personal counsel of a faculty advisor. Detailed instructions regarding the distribution of PIN numbers and online registration procedures will be provided when students present for advisement each semester.

**Research**

**Research Project – (NUR 687)**

- Three (3) credits total
- The research project does not have to be defended before a committee. Students are required to present to at least one faculty member prior to required presentation at Robert E. Smith School of Nursing Annual Research Day.
- Students must enroll in at least one hour of credit each semester until successful project completion.
- The research project will consist of a small scale study (individual/group), a faculty-led study, or a clinical-based study directed by a research project chair. The research project committee will consist of a minimum of two members, with the chair being doctoral prepared. The student’s involvement is negotiated in a contract with the faculty member and signed by both (See Appendix B).
- The final project may be presented at professional meetings and/or published as a manuscript; as well as presented at the Robert E. Smith School of Nursing Annual Research Day.
- The end product is written according to the guidelines stipulated in the *Robert E. Smith School of Nursing Manual for Research Projects*.

**Scholarly Project – (NUR 787 & NUR 790)**

- Seven (7) credit hours total for completion of NUR 787 Scholarly Project Development and NUR 790 Scholarly Project.
- The end product is written according to the guidelines stipulated in the *Robert E. Smith School of Nursing Manual for Scholarly Projects*.

**Format for Research Project/Scholarly Project**

Graduate students who are completing a research project or scholarly project should refer to the *Robert E. Smith School of Nursing Manual for Research Projects* and the *Robert E. Smith School of Nursing Manual for Scholarly Projects*. Additional forms required for NUR 687 Research Project must be completed and are available online through the courses and as Appendix A. Additional forms required for NUR 787 Scholarly Project Development and NUR 790 Scholarly Project must be completed and are available online through the courses and in the *Robert E.
Smith School of Nursing Manual for Scholarly Projects. Graduate students who are completing a research project or scholarly project should contact their advisor for specific instructions.

Research Day
Graduate students will conduct a poster and oral presentation of their research. The chair of the student’s research project or scholarly project will provide guidance and feedback regarding the presentation. DSU Robert E. Smith School of Nursing and Pi Xi Chapter of Sigma Theta Tau International Honor Society of Nursing sponsor an annual Nursing Research Day on which individuals present their scholarly work. All currently enrolled SON students are expected to attend as part of their class and/or clinical experience.

Retention of Course Materials/Records
Student’s tests, papers, exams, etc., called point sources, and from which grades are derived will be retained by the individual faculty member or the faculty secretary for a minimum of 12 months after graduation and successful completion of the NP certification exam. Student point sources become the property of the Robert E. Smith School of Nursing.

Student Responsibilities

Student Rights and Responsibilities
Students are members of the academic community and citizens of the local community. As citizens, students enjoy the same freedom of speech, peaceful assembly, and right of petition that all citizens enjoy. Students have the responsibility to know and obey the laws of the United States, the State of Mississippi, and the local government.

Students are accountable for their behavior at all times. Students who demonstrate a lack of accountability for their behavior will be liable for sanctions as outlined in the Delta State University Bulletins, DSU Robert E. Smith School of Nursing Graduate Handbook, and the DSU Robert E. Smith School of Nursing Code of Ethical & Professional Conduct. Students are responsible for knowing and using appropriate channels of communications as described in the Delta State University Graduate Bulletin, DSU Student Handbook, and the DSU Robert E. Smith School of Nursing Graduate Handbook. Students have the right to freedom from discrimination on the basis of race, color, religion, sex, age, disability, veteran status, marital status, or national origin.

Students have protection from prejudiced or capricious academic evaluation through orderly procedures directed by the University and the Dean of the Robert E. Smith School of Nursing and implemented by the faculty. Students have the right to be informed in writing of the expected behaviors and standards by which they are evaluated before participating in clinical and classroom activities. Students have the right to academic evaluations that are based on stated
course requirements, objectives, outcomes, and goals. As constituents of the academic community, students are free, individually or collectively, to voice constructive criticism through identified channels on issues of institutional policy, curriculum, and on matters of general interest to the student body without fear of reprisal.

Students have the responsibility to evaluate a faculty member’s performance and courses through the established mechanisms. Students have a responsibility to attend student body/class meetings, to participate in student body activities, serve on faculty/student committees, or to volunteer service when needed. Students are accountable for their behavior in the clinical areas. Students have the right to negotiate participation in clinical situations that they feel are threatening to personal health or safety.

**Student Conduct**

Students at Delta State University are expected to conduct themselves in keeping with generally accepted principles of our society and the University community. The regulations and disciplinary process for the University are located in the DSU Student Handbook and the *DSU Robert E. Smith School of Nursing Code of Ethical and Professional Conduct*. Student conduct includes the practice of personal and professional integrity and thus, is respectful of the dignity, rights, and property of self, other students, faculty, staff, clients/patients, and visitors on University property or non-University property used for nursing students’ educational experiences. Student conduct affects the University and the School, the members of the University academic community, and the fulfillment of the University and School’s mission. The Robert E. Smith School of Nursing faculty and administration believe that it is important to practice and develop ethical standards among nursing students. The Robert E. Smith School of Nursing also expects the highest standard of conduct from its students.

**Student Honor Pledge**

The Student Honor Pledge (Appendix C) will be signed by each student in all programs initially upon entering the specific degree program. It is at the discretion of each faculty to have the Student Honor Pledge signed in each individual course.

**Professional Behaviors**

A student enrolled in the Robert E. Smith School of Nursing is expected to adhere to the *DSU Robert E. Smith School of Nursing Code of Ethical & Professional Conduct*. The behavior of the Robert E. Smith School of Nursing student is furthermore governed by the *American Nurses’ Association Code of Ethics for Nurses* (2001).

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

The Robert E. Smith School of Nursing reserves the right to dismiss, to deny admission, registration, readmission or graduation to any student who, in the judgment of the Robert E. Smith School of Nursing, is determined to be unsuited for the study or practice of nursing.

Substance Abuse

DSU Substance Abuse Policy
Delta State University is committed to maintaining a drug-free environment in conformity with state and federal laws set forth in the Union Controlled Substances Law of the State of Mississippi. For more information refer to the Alcohol and Drug Abuse Policy in the DSU Student Handbook.

SON Substance Abuse Policy and Procedure
The Delta State University Robert E. Smith School of Nursing intent is to maintain learning and teaching environments that is drug and alcohol free in accordance with the Drug-Free Schools and Communities Act Amendments of 1989. It is also the intent of the DSU Robert E. Smith School of Nursing that all nursing students be free of any chemical impairment during participation in any activities related to client care in the classroom, campus laboratory, and
clinical settings. Therefore, possession and/or use of any substance/drug which may impair cognitive or psychomotor function by a nursing student in the DSU Robert E. Smith School of Nursing is strictly prohibited in the classroom, campus laboratory, clinical setting or on campus property/vehicle. Within the scope of this policy, students are prohibited from using, possessing, distributing, manufacturing, selling or attempting to sell substance/drugs. During any time in the student’s course of study in the DSU Robert E. Smith School of Nursing, neutral selection (random) testing and/or reasonable suspicion testing may be performed as based on the following definitions.

**Substance/Drug includes the following and is defined as:**

- **Illegal Drug** is defined as any substance, other than alcohol, having psychological and/or physiological effects on a human being that is not a prescription or nonprescription medication.
- **Alcohol** is defined as ethyl alcohol.
- **Prescription medication** is defined as a drug prescribed by a licensed provider (copies are to be in student file).
- **Nonprescription medication** is defined as a drug that is authorized by federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

**Neutral Selection (random) Testing** is defined as a mechanism of student selection for drug testing at any time throughout the student’s course of study in the DSU Robert E. Smith School of Nursing.

**Reasonable Suspicion Testing** is defined as reasonable suspicion substance/drug testing based on the belief that a student enrolled in a course of study in the Robert E. Smith School of Nursing has been in violation of the Substance/Drug Policy according to the following: (1) observable phenomenon, such as direct observation of substance/drug use and/or the physical symptoms or manifestations of being under the influence; (2) abnormal conduct or erratic behavior such as absenteeism, tardiness, significant deterioration of performance, and/or verbal and physical aggression; (3) a report of substance/drug use provided by reliable and credible sources and which has been independently corroborated; (4) evidence that an individual has tampered with a substance/drug test while in a course of study in the Robert E. Smith School of Nursing; (5) information that a student has caused or contributed to an accident in the Robert E. Smith School of Nursing or its affiliated clinical agencies; (6) evidence that a student is involved in the use, possession, sale, solicitation or transfer of substance/drugs while in the Robert E. Smith School of Nursing or its affiliated clinical agencies; (7) evidence of an unaccounted drug loss when the student has had clinical access to those substance/drugs.

**Clinical Agency** is defined as any agency that has been contracted by the Robert E. Smith
School of Nursing to provide learning opportunities for the nursing students. The Robert E. Smith School of Nursing may test for the following in the Substance/Drug Policy: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), or metabolites of any of these substances, alcohol (ethanol) and any other substance/drug for which the U.S. Department of Health and Human Services has established an approved protocol and positive threshold and which has been adopted by the Mississippi State Department of Health. Furthermore, should an incident occur in a clinical agency/agencies, the student will be subject to the policies of that agency governing use of substances/drug. Students who are engaged in clinical learning experiences in agencies that require mandatory drug testing are expected to comply.

**Procedure**

**Neutral Selection (random) Testing**

Students may be selected for substance/drug testing at any time throughout the student’s course of study in the Delta State University Robert E. Smith School of Nursing.

1) Upon selection, the student will be transported to the contracted agency for screening within one hour of notification.

2) Upon receipt of a “non-negative/positive” screening report:
   A. The student will be notified by the Chair of Academic Programs (COAP) and assigned in a non-clinical activity until a report of confirmation is received.
   B. A student interaction form will be completed by the COAP.
   C. The COAP will notify the Instructor of Record (IOR) of any clinical course.

3) Upon receipt of the confirmation screening report:
   A. If the report is negative, the student will be notified by the Chair of Academic Programs (COAP) of the results and the student will resume scheduled clinical activities.
   B. If the “non-negative/positive” report is confirmed, the student will be notified in writing of official dismissal from the Robert E. Smith School of Nursing and probationary status from the University.

**Reasonable Suspicion testing**

When a nursing faculty member observes a student exhibiting behavior indicative of chemical abuse or dependency, the following procedure will be initiated:

1) The faculty member in the course and another faculty member will discuss with the student the behavior observed.

2) If the student admits to use of a substance/drug:
   A. The Chair of Academic Programs (COAP) will be notified.
   B. The student will be immediately dismissed from the nursing program.
   C. A student/faculty interaction form related to the conduct or behavior observed will be prepared and signed by the faculty member(s) and Instructor of Record...
(IOR) within 24 hours of the occurrence and a copy will be placed in the student’s confidential file.

D. The student will be notified in writing of official dismissal from the Robert E. Smith School of Nursing and of probationary status from the University.

3) If the student denies substance/drug use:
   A. The faculty member (preceptor/facilitator) will immediately request an observed urine and/or blood sample for the testing of alcohol or performance of a drug screen with the most available contracted agency.
   B. The student will not be allowed to participate in clinical activities pending laboratory results.
   C. Upon receipt of a “non-negative/positive” screening report:
      1. The student will be notified by the COAP and assigned in a non-clinical activity until confirmatory report is received.
      2. A student interaction form will be completed by the COAP.
      3. The COAP will notify the IOR of any clinical course(s).
   D. Upon receipt of the confirmation screening report:
      1. If the report is negative, the student will be notified by the COAP of the results and the student will resume scheduled clinical activities.
      2. If the “non-negative/positive” report is confirmed, the student will be notified of official dismissal from the Robert E. Smith School of Nursing and probationary status from the University.
      3. If a test is non-negative or positive, the student will be responsible for the costs of the confirmation testing. The Robert E. Smith School of Nursing will assume the cost for any confirmation drug screens that are negative.
   E. If the student refuses to submit a specimen as requested:
      1. The COAP will be notified.
      2. A student/faculty interaction form will be prepared and filed.
      3. The student will be immediately dismissed from the nursing program.

If dismissed from the Robert E. Smith School of Nursing, the student may apply for a probationary readmission to the Robert E. Smith School of Nursing with written evidence of successful completion of an approved Chemical Dependency program and compliance with After-Care monitoring requirements that are outlined below. The Robert E. Smith School of Nursing will require that any applicant for readmission must meet the same standards as any current applicant for initial admission to the Robert E. Smith School of Nursing; as well as any additional standards and conditions that the Robert E. Smith School of Nursing may impose related to assurance that the applicant is not chemically dependent, a chemical abuser, or in violation of any law. If probationary readmission is granted, after-care monitoring will be required for the duration of the student’s course of study. Failure to abide by after-care
monitoring requirements and/or evidence of continued substance/drug abuse or dependency will be grounds for permanent dismissal from the Robert E. Smith School of Nursing without opportunity for application for readmission.

**After-Care Monitoring Requirements**

1. The following documentation will be submitted by the nursing student to the COAP:
   
   A. Monthly written progress reports that will include the following information:
      1. Copies of results from all random urine and/or blood drug screens.
      2. Information regarding the student's refusal to furnish a urine and/or blood specimen for the purpose of a drug screen.
      3. Verification of attendance for counseling sessions.
      4. Information regarding the student's failure to attend counseling sessions.
      5. Incidence of alcohol and drug use.
   
   B. Copies of all new prescriptions and refills.

**Confidentiality**

All information, reports, statements, memoranda, and test results requested or received by the Robert E. Smith School of Nursing in accordance with the Substance/Drug Policy are confidential communications and may not be used except as allowed by the student or court order.

**Testing**

1. Tests are given at the close of each semester and at times faculty deem necessary. Absence from the final examination, except in case of an excused absence is automatically construed and recorded as a failure. In testing situations, an absence must be cleared with the faculty member who is responsible for the test PRIOR to the scheduled time. A student who cannot reach the responsible faculty member before a test should contact the course IOR or leave a message with the faculty secretary. If the student is unable to notify or leave a message for the IOR or faculty secretary, a representative for the student may do so. The student will be given 24 hours to make arrangements for taking the missed test, after which the student forfeits the opportunity to make up the test and will receive a zero (0). Faculty members reserve the right to design the test format and set date for the makeup test(s).

2. Standardized tests are given to measure retention and application of knowledge in essential nursing content specific to clinical categories. They will be given at designated intervals throughout the nursing curriculum. An exit exam is administered in the final semester of the program for nurse practitioner students. The purpose of the test is to measure student strengths and weaknesses in various advanced nursing content areas as compared to students in other nursing programs throughout the nation as well as preparation for the certification examination. The scores and other scoring information will be reviewed with the students. Students will use
this data to assist in reviewing essential content covered in nursing courses by utilizing a proposed enrichment plan.

Testing/Assignment Procedures

The following pertains to all graduate nursing courses:

Test Administration
1. Tests will be delivered in an online format at scheduled intervals throughout various courses in the graduate program. All tests will have pre-set time limits that will be announced prior to each test.

2. Headphones may be required for tests. Students are responsible for the purchase and availability of headphones during testing.

Onsite Testing
- Seats may be randomly assigned
- Students must sign-in and may be required to show picture ID
- Students are to bring only ID and keys into the computer lab – all other belongings should be in a secured location
- No food or beverages are allowed in the computer lab
- Students will be granted permission to go to the restroom – only one student at a time will be allowed to the restroom
- Scratch paper and writing utensils will be provided for each student as needed – scratch paper and writing utensils will be returned to the proctor upon exiting the exam
- Books, written materials or electronic appliances such as cellular phones, Bluetooth or other hands-free type attachments and MP3 players/iPods are not allowed during tests. Faculty members have the right to confiscate such items as deemed necessary. Confiscated items may or may not be returned.

Assignments
1. All course assignments will have a grading rubric with weighted scoring criteria to include APA and following directions.
2. All late assignments and/or submissions will receive either a grade of zero (0) or point deduction. This will be at the discretion of the faculty member(s) and will be so noted in the course syllabus.

3. When changes in course assignments are made, students will be notified within the course.

Student Enrichment Contract for FNP Program of Study (MSN or DNP)

Standardized (HESI) exams will be administered at scheduled times throughout the FNP program of study to identify knowledge strengths and weaknesses. A HESI exam for Advanced Health Assessment (NUR 625) and Advanced Pathophysiology (NUR 603) will be given during the semester the student is enrolled in NUR 625. A HESI exam for Advanced Pharmacology (NUR 605) will be given during the semester the student is enrolled in NUR 605. The first APRN-FNP exam will be administered in January during the semester the student is enrolled in Family Nurse Practitioner Review Course (NUR 680) and a second APRN-FNP Exam will be administered in April of the same semester.

A minimum score of 800 will be required on each HESI exam. If this score is not achieved on an exam the student will be advised to complete a detailed plan of study and submit to their assigned faculty advisor and the Course Instructor of Record (IOR) for review and approval.

In an effort to ensure students succeed in this program, faculty members make the following recommendation; each course specific HESI APRN Exam score be used to develop a plan of study and each HESI APRN Comprehensive Exam score be used to develop a plan of study based on the scores and hours below.

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>800 or above</td>
<td>0</td>
</tr>
<tr>
<td>750 – 799</td>
<td>10</td>
</tr>
<tr>
<td>650 – 749</td>
<td>15</td>
</tr>
<tr>
<td>Below 650</td>
<td>20</td>
</tr>
</tbody>
</table>

The Enrichment Contract (Appendix D) should be completed by each student with a proposed study plan and submitted to the course IOR for review and approval prior to the end of the semester.

Upon approval from the course IOR the student should provide the faculty advisor with a copy of the Enrichment Contract and schedule a time to meet with the advisor during the first two weeks of the following semester to complete the Enrichment Contract Evaluation.

Students are required to bring the completed study plan, documentation to demonstrate completion of study hours, and the HESI APRN Exam results to the meeting.
Transfer Credit for MSN and DNP Degree

The Robert E. Smith School of Nursing permits students to transfer six hours of grades of B or better for required and/or elective courses into either nursing graduate degree program (MSN or DNP). All transferred courses will be listed on the student’s program of study. Applicants wanting to transfer credit for prior nursing course(s) taken at another institution must submit a written request with supporting documentation. The request for credit must be submitted and negotiated before admission to a program and not after enrollment. The negotiation process may include revalidation, which could include refresher work followed by a remediation examination and/or competency check-off. Additionally, the Chair of Academic Programs (COAP) and/or advisor will request a course syllabus from each course under consideration for transfer to ensure the equivalency of course content. Only in unusual cases will more than six hours be approved and no more than two-thirds of the total hours required for the degree may be transferred from another institution. Transferring more than six hours requires the recommendation of the advisor, the Director of the Nurse Practitioner Programs, the Chair of Academic Programs, and the approval of the Dean. No graduate credit is accepted for courses completed by correspondence.

Transfer Credit for Second Master’s Degree

Upon recommendation of the student's advisor and with approval of the College or School Dean, a candidate for a second master's degree may transfer up to 9 semester hours of credit from the first degree program.

Withdrawal from the University

Students wishing to withdraw from the University must adhere to the withdrawal process as described in the DSU Graduate Bulletin. A graduate student who withdraws from the University after the fourth week of the semester and who is not passing at least nine hours of coursework is subject to Academic Probation or Academic Suspension.

Incident Reporting Policy

In the event of an incident occurrence or an issue of concern at a clinical and/or campus site, the following steps should occur:

1. The Preceptor/Mentor and/or the Student should contact the administration and assigned Clinical Instructor immediately. Office and cell phone numbers are provided to the preceptors in the Preceptor/Mentor Packs. Office and cell phone numbers are provided to the students through courses in the learning management system.

2. The Incident Report Form (Appendix E) should be completed by the preceptor and/or the student within 24 hours of the incident. The form should be mailed to:
3. The administration, the IOR of the course, and the assigned Clinical Instructor will schedule an appointment with the MSN or DNP student to discuss the incident.
4. A written response of action(s) taken will be provided to the Preceptor/Mentor and MSN/DNP student.
5. The Incident Report and Response will be filed in the student record at the Robert E. Smith School of Nursing.

**Medical Records Access**

Students requesting access to a patient’s medical record must be currently enrolled in the DSUSON. If the request is outside regularly scheduled clinical hours permission in writing must be obtained from the course clinical faculty and the medical records department of the facility.

**Standard/Universal Precautions**

**Policy and Guidelines for Standard Blood and Body Fluid Precautions**

1. The Robert E. Smith School of Nursing utilizes the Centers for Disease Control’s recommendations related to universal blood and body fluid precautions as presented in the Morbidity and Mortality Weekly Report (MMWR). Because information changes as new knowledge develops, students and faculty are responsible for utilizing the most recent information available. Students should follow the CDC guidelines for the most current precautions at [www.cdc.gov/ncidod/dhqp/gl_isolation_standard.html](http://www.cdc.gov/ncidod/dhqp/gl_isolation_standard.html)

2. Prior to any contact with clients for clinical experiences, students will attend the sessions on universal blood and body fluid precautions.

3. If a student has a parenteral or mucous membrane exposure to blood or other body fluids or cutaneous exposure (especially when the exposed skin is chapped, abraded, or afflicted with dermatitis) the student is to follow the policy of the agency which the incident occurs. In the event that the agency has no exposure policy, the student will be referred to Student Health.

4. Students will not practice parenteral injections, venipunctures, or finger sticks on self, each other, faculty or staff.
5. Students will wear gloves when providing post-mortem care in a hospital setting.

**HIV Status**

Nursing students who perform “exposure prone” procedures have an ethical responsibility to know their HIV STATUS. Nursing students who believe they may be at risk for HIV antibody, HBeAg, or HBsAg have an obligation to be tested, and to report any positive results to the Dean of the Robert E. Smith School of Nursing.

**HIV Management and Education**

Students are provided with both printed and verbal instructions on universal precautions for blood and body borne infections in accordance with applicable CDC guidelines prior to any exposure to clients/patients. Students are required to sign an acknowledgment stating that this information has been provided. Students are also to be provided with appropriate information regarding personal health habits, HIV prevention, and risk behaviors as part of their pre-requisite clinical preparation. These instructions are to be continually reinforced and clinical supervision to be managed to ensure strict compliance in all clinical learning experiences including well child care, psychiatry, and community health, as well as acute in-patient experiences. All nursing personnel are professionally and ethically obligated to provide client/patient care with compassion and respect for human dignity. No nursing student may ethically refuse to treat a patient solely because the patient is at risk of contracting, or has, an infectious disease such as HIV, AIDS, or HBV. Students should understand and follow rules of confidentiality.

**HIV Positive: Students**

Students who are HIV positive or who have AIDS may not pose a health risk to other students in an academic or residential setting, but in a clinical setting the CDC guidelines and universal precautions should be followed. Clinical settings which pose additional risk to the personal health of HIV positive students will be identified, and persons affected will be advised of these risks and urged to consult their health care provider to assess the significance of the risks to their own health. Students who know they are infected are urged to voluntarily inform the Dean of the school who will begin to assess the need for necessary modifications/accommodations in clinical education. Such modifications will be crafted on a case by case basis. Any modification of clinical activity of HIV positive students will take into account the nature of the clinical activity, agency requirements, the technical expertise of the infected person, the risk posed by HIV status, functional disabilities, and the transmissibility of simultaneously carried infectious agents.

**HIV Post-exposure Report and Procedures**

Immediate antiseptic procedures should be followed after possible exposure. A student has an ethical duty to report to the faculty member in charge or the Dean any accident which exposes him/herself or a patient to a risk of transmission of a blood borne disease. Confidential testing and appropriate counseling will be provided according to the clinical agency’s policy following
exposure. The nurse is ethically obligated to be tested for HIV when the patient is exposed to a provider's blood. If an accidental exposure occurs, students should follow the CDC guidelines for occupational exposure: [http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5409a1.htm](http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5409a1.htm). Other blood/body fluid exposure is defined as:

**Percutaneous inoculation** - needle stick or sharps

**Non-needle percutaneous injury** - open cuts or abrasions, direct mucous membrane contact, accidental splash, direct hand contact with large amounts of blood or body fluids without glove protection.

**TYPHON**

TYPHON (NSST and NPST) will be used to maintain clinical site/preceptor information, to track expiration dates for clinical requirements (licensure, BLS, TB skin test, malpractice insurance, etc), to enter all clinical experiences, and to build a personal portfolio. Students are required to attend an orientation to TYPHON NSST and NPST prior to using the program. Online tutorials and help features are also available for students as needed. It is the student’s responsibility to notify the Course IOR if a clinical site and/or preceptor are not available in the TYPHON System.

**OTHER POLICIES & PROCEDURES**

**Financial Assistance**

**Graduate Assistantships and Financial Assistance**
Application for an assistantship is available from the faculty secretary. Other financial assistance may be available – contact the Robert E. Smith School of Nursing for additional information.

**Scholarships**
Scholarships through private donors and the Institute of Higher Learning (IHL) are available. Scholarship applications and additional information may be obtained from the Robert E. Smith School of Nursing web site.

**Emergency Preparedness/Disaster Plan**
This plan (Appendix F) is to ensure preparedness of the Robert E. Smith School of Nursing for a crisis or emergency. The procedures outlined are for the protection of lives and property through effective use of University and surrounding resources. Incidents or emergencies can be sudden and occur without warning. Therefore, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.
Inclement Weather

Students who commute are excused from classes and/or clinical during periods of time when the Weather Bureau has issued a weather advisory for hazardous driving conditions. The student MUST notify the appropriate faculty member prior to the beginning of the class and/or clinical learning experience. If unable to reach the appropriate faculty member the student MUST then notify the agency and the Robert E. Smith School of Nursing (an answering machine will pick-up when SON staff is not available).

Major Medical Events

Students enrolled in the Robert E. Smith School of Nursing must immediately report any major medical event which will cause absence from class, clinical or other course requirement as soon as the major medical event is known. Before returning to the program, the nursing student must submit a completed SON Medical Release Form (Appendix G) which specifies that the student may return, on what date, and with what restrictions, if any. Forms are available in the SON faculty secretary’s office.

Parking

All motor vehicles parked on campus must be registered with the Delta State Police Department. Color-coded parking decals will be issued and cars are to be parked in designated areas. Cars parked in improper areas will be ticketed. Disabled students will need to obtain a special parking permit. Designated disabled parking is available on the SON south lot.

Posters

Each student is expected to remove from the building posters for assigned projects at the completion of the presentation. Any posters left in the building will be discarded.

Pregnancy

Students enrolled in the Robert E. Smith School of Nursing must immediately report any pregnancy - as potential hazards to the pregnant woman or fetus may exist in clinical settings. The Pregnancy Form (Appendix H) must be completed by the nursing student as soon as the pregnancy is confirmed. Before returning to class/clinical at the end of the pregnancy, the student must submit the completed SON Medical Release Form (Appendix E) which specifies that the student may return, on what date, and with what restrictions, if any. Forms are available in the SON faculty secretary’s office.

Safety

To provide for the safety of clients at all times, students are expected to validate safety during the skills laboratory and clinical experience. If a student is believed to be a threat to client safety, the faculty member will document the incident(s), notify the Instructor of Record and COAP, and schedule a conference with the student.
Tobacco Use
The Delta State University has been designated as a tobacco-free campus. Therefore, the use of tobacco products is prohibited.

Transportation
Transportation to clinical agencies is not provided by the Robert E. Smith School of Nursing.

Used Books
Students may post “For sale or books wanted” notices on the Robert E. Smith School of Nursing bulletin boards. It is the responsibility of the student who uses the bulletin boards to remove postings by the end of the semester.

Visitors
Students are not allowed to bring visitors to the classroom including children or pets.

STUDENT ACTIVITIES

Delta State University Nursing Alumni Association
Nursing students may participate in the Nursing Alumni Association as honorary members until they graduate. The Delta State University Nursing Alumni Association often sponsors events for students and alumni.

Fundraising
All fundraising ideas/advertisements must be presented for approval to the SON Student Affairs Committee.

Mississippi Nurses Association (MNA) – Professional Organizations
Several local chapters of the Mississippi Nurses’ Association and the American Nurses’ Association are located in the Delta area and these organizations function as the professional organizations for Registered Nurses.

MSN and DNP Recognition Event
MSN and DNP Recognition Event is held annually for graduating MSN and DNP students. This may be at the discretion of the graduating class.

Orientation
Orientation sessions for all newly admitted graduate students will be provided.
Sigma Theta Tau

The purpose of this society is to recognize superior academic achievement, recognize development of leadership qualities, foster high professional standards, and encourage creative work and to strengthen commitment to the ideas and purpose of the profession. Candidates for membership into Pi Xi chapter of STTI are selected from undergraduate and graduate nursing programs on the basis of academic achievement.

STUDENT RIGHTS

Americans with Disabilities Act

Delta State University fully complies with all the provisions of the Americans with Disabilities Act of 1992. No qualified disabled student shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, research, occupational training, housing, health insurance, counseling, financial aid, physical education, athletics, recreation, transportation, other extracurricular, or other postsecondary education program or activity. A student with a disability applying to DSU for admission shall also submit a current specialist’s evaluation of the disability which will remain on file in the Office of the University Coordinator of the Americans with Disabilities Act. For additional information please contact the DSU Office of Disabilities Services.

Confidentiality of Records

Public Law 93-380, Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), requires educational agencies or institutions to provide parents of students and eligible students access to the educational records of such students with certain limitations. The Act transfers this right from the parent to the student who is enrolled in a post-secondary institution.

This institution must provide access to official records related to the student and an opportunity to challenge such records on the basis of accuracy.

Under law, letters or statements of recommendation submitted in confidence prior to January 1, 1975, may not be seen by students. However, students may, but are not required to, waive the right of access to future confidential recommendations in the areas of administration, job placement, and receipt of awards. While the student does not have access to medical, psychiatric, or comparable records if these are used solely for treatment purposes, he/she may designate another professional to examine these records. Parent’s financial records submitted to the institution may not be examined by the student. These records may be challenged only on accuracy not as to judgments. The school is prohibited from permitting access to education records, or personally identifiable information other than directory information about the students without written consent, except to specific agencies and persons such as school officials.
and certain federal or state authorities. A record must be kept of all persons to whom personal information is supplied.

**Technical Standards for Admission Progression & Graduation**

Selection of qualified students for admission to the Robert E. Smith School of Nursing is the responsibility of the faculty acting through the Undergraduate or Graduate Program.

Responsibility for advisement towards progression and certification of students for BSN, MSN, or DNP degrees also lie with the faculty. Admission to and progression in a program offered by Delta State University Robert E. Smith School of Nursing is not based on the following technical standards, but these standards facilitate qualified applicants and students in determining whether accommodations are appropriate or necessary. For the purpose of this document a qualified individual is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the Program (Southern Regional Education Board, SREB, 2004). DSU provides an academic Support Lab Coordinator who is available to provide assistance and assessment of students with identified disabilities.

Nursing is defined by a task force of the SREB Council on Collegiate Education of Nursing (2004) as: a practice discipline with cognitive, sensory, affective and psychomotor performance requirements. Award of the BSN degree signifies that the graduate is prepared for entry into the practice of nursing.

If they are to function in this manner, nursing students must have somatic sensation and the functional use of the senses of vision and hearing, and equilibrium. They must have sufficient communication and motor skills to perform the activities described in the sections that follow. Students also must be able to consistently, quickly, and accurately integrate all information received by the sense(s) and have the intellectual and critical thinking ability to learn, integrate, analyze and synthesize data, and the appropriate behavioral and social skills for client and health team interaction.

The admissions committees of the Robert E. Smith School of Nursing, in accordance with Section 504 of the 1973 Vocational Rehabilitation Act and the American Disabilities Act (PL101-336) have established the essential functions of students in the schools’ educational programs. Contact the Dean’s office if you believe this may apply to you. For additional information contact the DSU Office of Disability Services.

The essential functions in this document can be accomplished through direct student response, the use of prosthetic or orthotic devices, or through personal assistance, i.e., readers, signers, note-takers. The responsibility for the purchase of prosthetic or orthotic devices serving a student in meeting the abilities noted remains with the student. The SON will assist with this accomplishment, as required by law and institutional policy.
Upon admission, a student who discloses a properly certified disability will receive reasonable accommodation but must be able to perform the essential functions of the educational curriculum and meet the standards described herein for the educational program. Possible accommodations include opportunities for individual and group counseling, peer counseling, linkages with community services, faculty advisory committees whose members are aware of disabled students and their needs, career counseling, assistance with job searches and interview skills, and extended test taking time, if and when appropriate. Students seeking accommodations must initiate their request with the Dean. Students must request accommodations for classroom, laboratory, and assigned clinical activities.

1. **Observation** - The nursing student must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the senses of vision, hearing, and somatic sensation. It is enhanced by the functional use of the sense of smell.

2. **Communication: Auditory and Visual Senses** - A nursing student should be able to effectively use verbal and written forms of communication to speak, to converse with clients and health team members. Students must be able to hear and to have adequate visual skills to observe patients in a sensitive manner. A nursing student should be able to elicit information, describe changes in the client’s mood, activity and posture, to perceive nonverbal communications, and to assess client, family and health team member needs. The student also must be able to communicate effectively in oral and written form with all members of the health care team.

3. **Motor Skills and Tactile Sense** - Students should have sufficient motor and tactile function to effectively assess clients by palpation, auscultation, percussion and other diagnostic means. A student should be able to execute the motor movements reasonably required to provide general and emergency care to patients, including, for example, resuscitation, the administration of intravenous medication, and the application of pressure to control bleeding. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

4. **Intellectual: Conceptual, Integrative, Quantitative, and Critical Thinking Abilities** - These abilities include measurement, calculation, reasoning, analysis, and synthesis. Critical thinking and problem solving are essential skills.

5. **Behavioral and Social Attributes** - A student must possess the emotional health required to fully use their intellectual abilities, to exercise good judgment, to promptly complete the responsibilities of client management and participation in leadership with the health care team, and to develop mature, sensitive, and appropriate relationships with clients. Students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be flexible and able to adapt to changing environments and capable of functioning in the face of
uncertainties inherent in the clinical problems of clients. Students must have interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds. The student’s compassion, honesty, integrity, interpersonal skills, interest, and motivation are also important personal qualities.

**Nondiscrimination**

The Delta State University Robert E. Smith School of Nursing adopts the University statement of equal education opportunity. As an institution of higher education, and in the spirit of its policies of equal employment opportunity, the University declares its policy of equal educational opportunity. All applicants for admission will be considered without regard to an applicant’s race, color, religion, sex and national origin, disability related to program performance, disabled veteran status, or Vietnam era veteran status. Complaints or grievances by any student who has reason to think he or she has been affected by discrimination will be considered through established procedures. For additional information see the DSU Student Handbook.

**Sexual Harassment**

Under Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations, no individual may be discriminated against on the basis of sex in educational programs receiving Federal financial assistance. Sexual harassment is a form of prohibited sex discrimination when the harassing conduct creates a hostile environment. Thus, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student’s ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment. For more information, refer to the DSU Student Handbook.
The following notice should be read and signed by any Delta State University nursing student who declines the Influenza (flu) vaccination.

I understand that healthcare workers are often exposed to the flu and can play a role in spreading it. The flu vaccine can:

- Protect the contraction of the flu,
- Prevent spreading the flu to others, including patients and/or
- Reduce the risk of severe complications of the flu.

I understand that by declining this vaccine, I may be at risk for the flu. I further understand that I must sign the influenza declination waiver and follow any other requirements of the current clinical agency and then I will be exempt. However, the clinical facility has the right to require further documentation and/or that a mask be worn the entire flu season while on their premises.

___________________________________
Signature of Nursing Student

___________________________________
Date

Approved 12/11/2014
Appendix B - Research Project Contract
Delta State University
Robert E. Smith School of Nursing
Research Project Contract and Evaluation Tool

MSN Student and Chair should complete this form each semester to document a formal contract/agreement of objectives and outcome measures for evaluation of the research project and thesis.

<table>
<thead>
<tr>
<th>Objective/Outcome</th>
<th>Projected Completion Date</th>
<th>Evaluation of Objective/Outcome</th>
<th>Final Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Faculty Chair Signature ___________________________ Date __________
Committee Member Signature ___________________________ Date __________
Committee Member Signature ___________________________ Date __________

(optional)

Student Signature(s) ___________________________ Date __________
_________________________________________ Date __________
_________________________________________ Date __________
_________________________________________ Date __________

Grade Earned: Credit (CR)  No Credit (NC)

If “No Credit” earned provide written documentation: ______________________________________________________________________________

___________________________________________________________________________________________

Cc: Entire Document to:
Committee Chair & Member(s)
Student (s)
Advisor
COAP
Student File
Appendix C - Student Honor Pledge

DELTA STATE UNIVERSITY
ROBERT E. SMITH SCHOOL OF NURSING

STUDENT HONOR PLEDGE

I pledge that I will not be involved with any academic or non-academic misconduct during my enrollment at the Delta State University (DSU) Robert E. Smith School of Nursing, Cleveland, Mississippi. I have read the *DSU SON Code of Ethical & Professional Conduct* and will abide by the code as a condition of admission to the program. I understand that violation of this code could result in penalties as severe as indefinite suspension or expulsion from the SON and DSU.

STUDENT ACKNOWLEDGEMENT

I, _____ TYPE YOUR NAME HERE _____, have read and agree to abide by the principles of academic honesty as described in the *DSUSON Code of Ethical & Professional Conduct*. A copy of this honor code has been provided to me and can also be found on the DSU Robert E. Smith School of Nursing website.

I understand that I may address any questions about this policy to Dr. Lizabeth Carlson, Dean of Robert E. Smith School of Nursing.

Submitting this form via the Assignment Drop Box will serve as acknowledgement of the above statements and of my agreement to abide by these policies as a condition of my enrollment in the Delta State University Robert E. Smith School of Nursing.
Appendix D – HESI Enrichment Contract

HESI Enrichment Contract
Meet with Course IOR prior to the end of the semester

STUDENT

I, ______________________, agree to complete the _____ recommended number of enrichment hours for my HESI score of _____ for the following course _________________.

Student Signature: __________________________________________________________

COURSE IOR

Proposed Study Plan Submitted by Student

_____YES   _____NO

Proposed Study Plan Reviewed by Course IOR

_____Accept Study Plan    _____Decline Study Plan

Course IOR Signature: ___________________________    Date: __________________

ADVISOR

Provide copy of HESI Enrichment Contract to Advisor and schedule a time to meet during the first two (2) weeks of the following semester.

Faculty Advisor Signature: ___________________________    Date: ______________

Enrichment Contract Evaluation

Meet with Advisor during the first two (2) weeks of the following semester

Evaluation Date: ______________________________________

Study plan, evidence to demonstrate completion of hours, and HESI APRN Exam results provided by student:

_____YES   _____NO

Comments:

Student Signature: _________________________________________________________

Faculty Advisor Signature: ___________________________    Date: ______________
### Appendix E - Incident Report Form

DELT A STATE UNIVERSITY
ROBERT E. SMITH SCHOOL OF NURSING
Incident Report Form

<table>
<thead>
<tr>
<th>Details Of Incident</th>
<th>Date of Incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date of Reporting Incident:

Clinic/Practicum/School Location:

Faculty Name:

Preceptor Name (if applicable):

Incident Related to:

- □ Student  □ Patient  □ Staff  □ Visitor  □ Volunteer  □ Property  □ Other

Discovered/Reported by:

Witnessed by:
<table>
<thead>
<tr>
<th>Type of Incident:</th>
<th>Concise description of the incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Injury</td>
<td>• What occurred and Outcome</td>
</tr>
<tr>
<td>• Accident</td>
<td></td>
</tr>
<tr>
<td>• Exposure</td>
<td></td>
</tr>
<tr>
<td>• Harm to another</td>
<td></td>
</tr>
<tr>
<td>• Student Illness requiring intervention</td>
<td></td>
</tr>
<tr>
<td>• Conflict</td>
<td></td>
</tr>
<tr>
<td>o Personal</td>
<td></td>
</tr>
<tr>
<td>o Work related</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Follow-Up Action Taken</th>
<th>Immediate:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Long term:</td>
</tr>
</tbody>
</table>

| Recommendations to Prevent similar incidents in Future | |

Faculty Signature & Date ________________________________________________

Student Signature & Date ________________________________________________

Preceptor/Staff Signature & Date (If applicable) __________________________

Health Care Provider Signature & Date (If Applicable) ______________________

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Revised: 05/2016
Appendix F – SON Emergency Preparedness/Disaster Plan

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I. Fire Incident

A. The person who first notices the fire should:
   1. R-Rescue individuals and self from existing fire hazardous area
   2. A-Alarm the building of the situation by pulling the fire alarm
   3. C-Contain the fire by shutting door, etc.
   4. E-Extinguish with an ABC fire extinguisher using the PASS technique (if safety permits)
      a. P-Pull the pin
      b. A-Aim the nozzle at the base of the fire
      c. S-Squeeze the handles together
      d. S-Sweep the nozzle from side to side

B. The designated secretary should:
   1. Ensure that 911 has been called and notified of the emergency.
   2. Notify the Incident Commander.
   3. Get instructions from the Incident Commander, follow their lead, and issue warnings as directed.
   5. Prepare to evacuate the building to designated site at the Gibson-Gunn Commercial Aviation Building.
   6. After a timeframe of approximately fifteen minutes to allow everyone who is capable of assembling at the parking lot at the Gibson-Gunn Aviation Building, take a roll call to have an account of those present as well as those who could still be in the building with injuries.

C. The Incident Commander(Dean/Designee) should:
   1. Ensure that 911 has been called and notified of the emergency.
   2. Assign individual to stop persons from entering the building.
   3. Be the point of contact for all outside agencies as well as interior agencies.
   4. Initiate actions necessary to evacuate the building starting with the areas nearest the fire.
      a. Make certain the alarm has been given to all persons in the building.
      b. Arrange for the safe evacuation of all persons.
      c. Assign someone to assist any handicapped individuals present.
      d. Provide the fire department incident responders with a set of building plans showing the layout and evacuation routes.
   5. Ensure that someone attempts to extinguish the fire using an approved ABC type extinguisher utilizing the PASS technique, only if they can do so without endangering themselves and other lives.
   6. Take steps to safeguard essential records (paper and electronic) if it can be done without endangering lives.
7. Ensure that everyone exits the building if evacuation is ordered, meets at the designated assembly point (Gibson-Gunn Commercial Aviation Building), and ensure accountability of all staff, students, visitors, etc. by performing roll call checks.

8. Set up a command post in an area away from immediate danger.

D. Each employee should:
   1. Immediately shut down electrical equipment and prepare to exit the building in a calm and orderly fashion.
   2. If ordered by the Incident Commander, assist in evacuation of the premises.
   3. Try to remain calm.
   4. **Close all doors as the last person exits but do not lock them.**
   5. Do not break windows unless it is your only escape route.
   6. Do not open hot doors! If you find yourself behind a hot door, try to remain calm and wait to be rescued by fire department personnel.

E. Important numbers for this section:
   1. 911
   2. Delta State Police Department at 662-846-4155

II. Severe Weather such as thunderstorms and tornadoes

A. Severe storm watch (thunderstorms):
   The secretary will:
   1. Listen to local TV, Radio, or NOAA weather radio for alerts and instructions.
   2. Open windows slightly if time permits on the side away from the storms approach.
   3. Check battery powered equipment and back-up power sources.
   4. Make sure that you have a working flashlight in all working areas.
   5. Notify appropriate contacts as well as those inside the building as necessary in order to implement the plan of action for severe weather.

B. Severe storm warning (thunderstorms):
   1. Disconnect electrical equipment not required for emergency use.
   2. Do NOT use telephone unless it is an emergency of absolutely essential business.
   3. Prepare to take cover.

C. Tornado warning:
   1. In case of a tornado warning, the City of Cleveland will sound an alarm for approximately three minutes. The university Police will drive around campus with sirens sounding. Delta State University’s “Emergency Text Messaging” system will be deployed. An instant message and email will be sent over the computer to all offices advising of the warning.
   2. Go to interior hallways and/or interior rooms without windows and sit or kneel facing the interior wall. Stay away from areas of glass or windows.
      a. If in room 101, exit classroom to rooms 108 and 109
      b. If in room 102, 104, 105, or 106, exit to rooms 108 or 109
c. If in rooms 129 and 130, exit classrooms to rooms 126 A or 126 B
d. If in rooms 131 and 132, exit classrooms to hallway between rooms 129 and 130
e. If in computer lab, exit to hallway between rooms 129 and 130
f. Rooms 113-123 and hallway are designated rooms for cover
g. If in simulation/skills lab, exit to the nurse practitioner examination room

3. Important telephone numbers for this section:
   i. Emergency 911
   ii. Local Law Enforcement 4155
   iii. County EMA 662-843-2300

III. Earthquake

A. During an earthquake:
   1. If indoors:
      a. Stay indoors and take cover beside sturdy furniture, in a doorway, or next to an exterior or weight bearing wall.
      b. Do not run for the exits because they may be jammed with people.
      c. Stay away from windows, mirrors, and other objects that are not stationary because they may become projectiles.
      d. Do not use open flames or anything that can cause a spark.
      e. Extinguish small fires with an approved ABC fire extinguisher if possible without endangering yourself.
   2. If outdoors:
      a. Move into an open area away from buildings, trees, power lines, etc.
      b. If you are forced to stand near objects, make sure that they are stationary and not likely to fall easily.

B. After the earthquake:
   1. Be aware that there will likely be after-shocks and that some of them could be as strong as or stronger than the initial shock.
   2. Many dangers will be created by the earthquake so you should pay close attention to your surroundings and be very careful.
      a. Watch for power lines that may be loose and still have an electrical charge.
      b. Be aware of possible fire situations.
      c. Stay clear from buildings at risk for collapse or further collapse.
   3. Check your immediate surroundings for those who may be injured or need help. Report to parking lot located behind the Gibson-Gunn Aviation Building.
   4. Notify DSU Campus Police of location and status of situation.
      a. DSU Campus Police contact number: (662) 846-4155
C. General points of emergency plan

1. Never re-enter the building after an earthquake or other natural disaster.
2. The designated secretary will call roll at the assembly point (Gibson-Gunn parking lot) after a time frame of fifteen minutes. This time frame is used to allow those who are not severely injured to have time to gather at the above mentioned assembly point.
3. Be sure to report
   a. Your current location
   b. Status of people at the assembly point
   c. Any injuries
   d. Possibility and number of people who may still be inside

IV. Bomb Threat

1. A bomb threat is most often received as a telephone call; however they may also be delivered in form of postage/parcel or in person.
2. Remain calm.
3. Listen very carefully, be polite, and show interest in what the caller is saying.
4. Try to keep the caller on the telephone talking to learn as much information as you can about who they are, what they are saying, why they are doing it, what you can hear in the background, etc.
5. Complete the Bomb Threat Checklist (Appendix A) immediately recording as much detail and information as you can remember. **NOTE: A Bomb Threat Checklist** should be kept underneath each telephone in the Robert E. Smith School of Nursing building.
6. Do not discuss the threat within earshot of students, faculty, or visitors.
7. Call the DSU Police Department immediately, extension 4155. Inform them of the situation and ask if there are any other threats on campus.
8. Notify the Dean of the Robert E. Smith School of Nursing.
9. If directed by the DSU Campus Police evacuate the building and report to the assembly point at the Gibson-Gunn Aviation Building parking lot.
10. If an evacuation is ordered, the building occupants will observe and report any suspicious persons or objects in their immediate surroundings or along the evacuation route to the Gibson-Gunn Aviation Building parking lot.
11. Occupants will not attempt to inspect or move the suspicious packages.
12. After a time frame of fifteen minutes has elapsed from the time of evacuation, the designated secretary will call roll to confirm that everyone has made it to the assembly point at Gibson-Gunn Aviation Building.
V. Hostile Environment

1. Notify DSU campus police at extension 4155 immediately upon any information received, factual or rumored of any hostile environment situation such as an armed gunman.
2. Follow the instructions of the DSU campus police.
3. Assist with protecting the facility, staff, and visitors if able to do so without endangering yourself.
4. Evacuate, if directed, to Gibson-Gunn Aviation Building.
5. Do not remain in the vicinity of the disturbance to sight-see!

Emergency Contact List

<table>
<thead>
<tr>
<th>Robert E. Smith School of Nursing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean Lizabeth Carlson</td>
<td>662-846-4268</td>
</tr>
<tr>
<td>Dr. Vicki Bingham</td>
<td>662-846-4257</td>
</tr>
<tr>
<td>Mrs. Judy Haney</td>
<td>662-846-4255</td>
</tr>
<tr>
<td>Mrs. Carla Lewis</td>
<td>662-846-4268</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>University President</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. William LaForge</td>
<td>662-846-4000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Director of Campus Safety/Chief of Police</th>
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</thead>
<tbody>
<tr>
<td>Lynn Buford</td>
<td>662-846-4155</td>
</tr>
</tbody>
</table>
Appendix AA

BOMB THREAT CHECKLIST

Questions to Ask:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will trigger it?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your name?
10. What is your address?

Exact wording of the threat:

Caller’s Voice: (Circle)

<table>
<thead>
<tr>
<th>Calm</th>
<th>Accent or familiar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angry</td>
<td>Deep breathing</td>
</tr>
<tr>
<td>Excited</td>
<td>Voice cracking</td>
</tr>
<tr>
<td>Slow</td>
<td>Soft</td>
</tr>
<tr>
<td>Loud</td>
<td>Rapid</td>
</tr>
<tr>
<td>Crying</td>
<td>Laughter</td>
</tr>
<tr>
<td>Normal</td>
<td>Distinct</td>
</tr>
<tr>
<td>Nasal</td>
<td>Clearing Throat</td>
</tr>
<tr>
<td>Stutter</td>
<td>Slurred</td>
</tr>
<tr>
<td>Ragged</td>
<td>Raspy</td>
</tr>
<tr>
<td>Lisp</td>
<td>Deep</td>
</tr>
</tbody>
</table>
BOMB THREAT CHECKLIST (continued)

If the voice is familiar, who does it sound like?

Were there any identifiable background noises? (i.e., street noises, music, static, voices, etc.)

 Threat language: (circle)
  Well spoken (educated)
  Irrational
  Incoherent
  Rapid
  Boasting

 Remarks: (sex, race, etc.)

 Person Receiving Call:

 Number where call was received:
  Date:
  Time:

 Call-back number displayed on phone or caller ID:

 CALL REPORT IMMEDIATELY TO:

 DSU CAMPUS POLICE: EXT. 4155
Appendix G – Medical Release Form

I. ________________________________________________________________ authorize the medical release of ________________________________ (Student Name) to return to:

Class __________________________ Date ________________________________
Clinical ________________________ Date ________________________________

with the following restrictions: ________________________________________

______________________________________________________________

______________________________ ________________________________
Health Care Provider Signature Date
Appendix H – Pregnancy Form

There are potential hazards to the pregnant woman and fetus which are present throughout the nursing student’s educational experience.

A release of responsibility form and physician statement (as shown below) is available in the Faculty Secretary’s office and must be completed by the nursing student as soon as the pregnancy is confirmed.

---------------------------------------------------------------------------------------------------------------------

I, the undersigned, release Delta State University Robert E. Smith School of Nursing from any untoward complications to myself or my child which may result from continuing in school during pregnancy.

_________________________________________  ________________
Student Name  Date

---------------------------------------------------------------------------------------------------------------------

I, Dr. ___________________________ understand that my patient ___________________________ is enrolled in the Delta State University Robert E. Smith School of Nursing. It is my professional judgment that her present physical condition will not interfere with her ability to perform the activities associated with a student in the Delta State University Robert E. Smith School of Nursing.

_________________________________________  ________________
Physician Signature  Date