



SOUTHEASTERN

LOUISIANA UNIVERSITY



**Doctor of Nursing Practice
Student Handbook
2013-2014**

**Southeastern Louisiana University
Graduate School of Nursing
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Southeastern Doctor of Nursing Practice Program

ACADEMIC INTEGRITY

POLICY UNDERSTANDING AND HONOR STATEMENT

I, _____, have read and understand the policies and procedures contained in the DNP student handbook. I fully understand that I am responsible for adhering to these policies as stated. I understand that I should contact the Doctor of Nursing Practice/DNP coordinator for clarification of policies should I have questions.

As a Doctorate of Nursing Practice/DNP student at Southeastern Louisiana University I pledge to hold myself, and my peers to the highest standards of honesty and integrity.

On all work submitted for credit by students enrolled in courses offered the following pledge will be implied by virtue of being enrolled:

On my honor, I have neither given nor received unauthorized aid in completing the assignments or examinations for course credit. Academic honesty and integrity are fundamental values that Southeastern's DNP program upholds. An incident of cheating, falsification, fabrication, multiple submissions, plagiarism, or complicity will be handled according to Southeastern institution's policy. Additionally, any individual who is aware of violations of the Honor Code is bound to take corrective action.

Date: _____

Print name: _____

Student Signature: _____

Doctor of Nursing Practice/DNP Student Handbook

Introduction

Together, the Doctor of Nursing Practice/DNP Student Handbook, the Moodle DNP student site, and the Southeastern Louisiana University catalogue should serve as guides throughout the student's graduate study at Southeastern. The DNP Student Handbook provides DNP students with information regarding the program's organizational structure, academic framework, and policies and guidelines. In addition, the student will find links to the names and telephone numbers of administrative and faculty resources. Every effort has been made to make the DNP Student Handbook as "user-friendly" as possible. Students are encouraged to review the handbook carefully and, when necessary, seek clarification with the DNP Program Coordinator. While there are wonderful online resources, know that you are always welcome to speak with faculty and staff in the Graduate Nursing Office.

The provisions of the DNP Student Handbook do not constitute a contract or an offer to contract between Southeastern Louisiana University and the student. All courses, programs, activities, costs, and procedures described in this handbook are subject to change, cancellation or termination by the institutions or the Board of Trustees for University of Louisiana System, or the Board of Regents at any time.

The affiliates of the Southeastern Louisiana University DNP Program assure equal opportunity for all qualified persons without regard to race, color, religion, sex, national origin, age, handicap, marital status, or veteran's status in the admission to, participation in, and treatment or employment in the program and activities.



Welcome to the Doctor of Nursing Practice Program

Dear Graduate Student:

It is with great pleasure that I welcome you to the Doctor of Nursing Practice/DNP program in the Southeastern College of Nursing and Health Sciences. Southeastern is committed to develop the region's most student-centered DNP program to prepare its graduates at the highest level of professional nursing practice.

The DNP is a practice-focused doctorate designed to prepare expert nurses in specialized advanced practice. The focus of the DNP program is on innovative and evidence-based practice. Collaboration and working in inter/intraprofessional networks are the foundations for this DNP program and are the guiding principles for its success. You, the graduate student, are our greatest asset, and your continued success to achieve your professional and academic goals in a caring, interactive, learning environment will validate our vision for the Southeastern DNP program.

On behalf of the faculty, staff, and administration, we wish you every success as you pursue your doctoral education at Southeastern!

For information on the national DNP program, visit the [American Association of Colleges of Nursing](#).

Respectfully yours,

Ann Carruth, Dean

Southeastern Louisiana University

ORGANIZATIONAL STRUCTURE

Organizationally, the Graduate Nursing Office within the Southeastern School of Nursing administers the Doctor of Nursing Practice Program.

The School of Nursing, Department Head appoints the DNP Program Coordinator, in counsel with the Graduate Coordinator. The DNP Program Coordinator shall be an approved member of the graduate faculty and function as an administrator and a teacher who acts as liaison among administration, faculty, and students. The DNP program coordinator provides the day-to-day implementation of the curriculum and administrative program oversight. Finally, all qualified graduate faculty meet twice per semester and on an as-needed basis to address academic issues relevant to implementation of the DNP program curriculum.

Student Representation

The views and opinions of graduate students are considered to be a valued and essential component in the determination of decisions regarding both administrative and curriculum issues within the DNP program. Student representatives serve on DNP committees. Any student interested in serving on one of these committees should contact the DNP Program Coordinator.

<u>Committee</u>	<u>Student Participation/Bylaws</u>
Curriculum	(1) DNP student
Program Evaluation	(1) DNP student
Capstone Synthesis Project	No Student

Doctorate of Nursing Practice/DNP Program

SCHOOL OF NURSING MISSION

The mission of the School of Nursing is to prepare professional nurses as caregivers and managers who provide leadership to enhance the health of individuals, families, groups, communities and populations - by providing education which incorporates baccalaureate and graduate essentials of nursing education, professional standards of care and performance, by promoting research and evidence-based nursing, by advocating for an improved health care delivery system to meet the needs of clients across the lifespan in diverse healthcare environments, and by promoting the advancement of the profession.

DNP PURPOSE

The purpose of the DNP program is to prepare graduates at the highest level of professional practice to provide complex hospital and community-based care for patients and families; to redesign and evaluate nursing and health care systems; and to create leaders to mentor and educate new nurses.

PROGRAM OVERVIEW

The DNP program is a practice-focused doctoral degree designed for nurses pursuing the highest level of academic preparation in advanced clinical nursing practice or nurse executive positions. The DNP degree is a terminal degree in nursing. Southeastern's DNP program builds on the strength of its Master's level programs that prepare graduates as nurse practitioners, and nurse executives.

PROGRAM OUTCOMES

At the completion of Southeastern's DNP program, graduates will possess the following competencies:

1. Synthesize advanced theoretical concepts from nursing and other disciplines to support clinical leadership practice
2. Incorporate scholarship, research, and analytic methods to lead evidence-based practice change and continuous quality improvement
3. Generate clinical prevention and population health improvement strategies
4. Translate complex scientific findings into clinical and leadership practice
5. Integrate processes that support technology-enhanced, data-based healthcare
6. Foster intra- and interdisciplinary collaborations, which advance the level and quality of care across populations and systems
7. Utilize knowledge of health policy to facilitate advocacy initiatives, social justice, and ethical care
8. Assume high-level leadership roles in organizations and systems to positively impact the health of individuals and populations

PROGRAM DESCRIPTION

The Doctor of Nursing Practice (DNP) is an academic partnership offered by Southeastern Louisiana University and the University of Louisiana Lafayette. The Doctor of Nursing Practice (DNP) is a terminal professional degree that focuses on the clinical aspects of nursing rather than academic research. The curriculum for the DNP program is consistent with the American Association of Colleges of Nursing (AACN) Essentials of Doctoral Education for Advanced Nursing Practice.

The Southeastern DNP program consists of 39 credit hours beyond the master's degree. All of the courses required in the DNP program are new courses. Required courses primarily focus on the clinical and translational sciences, the philosophical basis of advanced nursing practice, and the socioeconomic factors needed to transform and evaluate health care. Courses are designed to comply with the recommendations in the American Association of Colleges of Nursing's (AACN) Essentials of Doctoral Education.

The eight AACN Essentials of Doctoral Education competencies, which define the DNP role and serve as the curricular framework include:

1. Essential I: Scientific Underpinnings for Practice – scientific foundations of nursing practice which reflect the complexities of contemporary practice. Graduates of DNP programs are expected to be able to translate complex scientific findings into advanced clinical and/or administrative practice.
2. Essential II: Organizational and Systems Leadership for Quality Improvement and Systems Thinking – a focus on organizational and systems leadership skills to include systems thinking and leadership for continuous quality and performance improvement.
3. Essential III: Clinical Scholarship and Analytical Methods for Evidence-Based Practice – scholarship, research, and analytic methods to lead evidence-based practice change.
4. Essential IV: Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care – integration of technology and informatics to support data-based health care change.
5. Essential V: Health Care Policy for Advocacy in Health Care – immersion in health policy to facilitate advocacy initiatives.
6. Essential VI: Interprofessional Collaboration for Improving Patient and Population Health – methods to expand opportunities for interdisciplinary collaboration essential to improve care across patient populations.
7. Essential VII: Clinical Prevention and Population Health for Improving the Nation's Health – investigation of clinical prevention and population health improvement strategies.
8. Essential VIII: Advanced Nursing Practice – foundational practice competencies to support advanced practice specialization

For additional information [The AACN Essentials of Doctoral Education for Advanced Nursing Practice](#)

CURRICULUM

The post-Master's DNP program curriculum consists of 39 semester hours including a minimum of 10 residency credit hours (420 practicum hours) for planning, implementation, and evaluation of a capstone synthesis project in the student's defined area of interest. Full-time study is four semesters, however, Southeastern seeks to develop the region's most student-centered DNP program by providing the program online, and offering part-time six or eight semester study plan options to meet the needs of the working professional nurse. In certain circumstances, additional coursework may be needed to achieve a total of 1000 post-baccalaureate practicum hours recommended by AACN.

Southeastern seeks DNP applicants who have a Master of Science in Nursing and have experience as a Nurse Practitioner or Nurse Executive.

DNP curriculum plans and course descriptions can be viewed online by accessing the following:

[Southeastern Louisiana University Catalogue](#)

[Southeastern Doctor of Nursing Practice/DNP](#)

ADMISSION REQUIREMENTS

The admission requirements and the criteria for admission to the DNP program can be found in the online University catalogue. For information regarding DNP admission requirements to Southeastern Louisiana University:

[Southeastern Louisiana University Catalogue](#)

[The Southeastern Doctor of Nursing Practice/DNP webpage](#)

***The Graduate Record Examination (GRE) is waived for DNP applicants.**

ADMISSION PROCEDURES

Students will follow the admission procedures for Southeastern Louisiana University. For information regarding the admission procedures at Southeastern Louisiana University: [Southeastern Louisiana University Catalogue](#)

The DNP program coordinator will review submitted materials to determine admission status and make recommendations to the Graduate School for admission to the program. DNP applicants should work closely with the DNP program coordinator to ensure that all criteria for admission are addressed.

ADVISING AND REGISTRATION PROCESS

Before registration, advising is required to review course needs. The Graduate Nursing Office will communicate with DNP applicants/students regarding the advising process. To complete the enrollment process all requested forms and compliance documents must be completed prior to enrollment.

Once advised, continuing students may register and pay fees at the University via phone, Internet or on site. Students will register and pay fees for all courses toward the DNP degree.

DNP courses are offered per established study plans; failure to follow your selected study plan may delay your progression in the DNP program. Students are advised to carefully review this process and consult with the DNP program coordinator as needed.

GETTING STARTED EACH SEMESTER

Southeastern Louisiana University uses **Moodle Learning Management System** (LMS). To access courses offered in Moodle students should log on to the Moodle site via the University's home page. By clicking on the courses listed in their Moodle list, students will gain direct access to the courses for which they are registered. Students should be aware of important semester and course dates to be ready to join the course(s). Course faculty contact information is shared prior to the course beginning and can also be found at the Moodle course site.

Need assistance? Contact: Mrs. Virginia Johnson, Administrative Assistant, Graduate Nursing Office, at vjohnson@selu.edu or 985.549.5045.

Instructions to access Moodle

1. Begin at Southeastern's online home page, the URL (web page address) is: www.selu.edu
2. Scroll down to the bottom of the page and click on Moodle
3. Use your emailed username and password to login
4. There is help available on the login page - see Student Links (on the right side of the Moodle Login Page) for Technical Recommendations, Browser Check, Moodle Training, and Moodle Help
5. If are unable to access your course(s), please call Mrs. Virginia Johnson, Administrative Assistant, at vjohnson@selu.edu or 985-549-5045 for assistance.

STUDENT SERVICES

Southeastern offers comprehensive student services for:

- Student Disabilities
- Student Health Services
- Financial Aid
- Counseling
- Testing
- Bookstore
- Libraries

Information about these services is available through the following link:

[Southeastern Louisiana University Student Affairs](#)

The Southeastern Louisiana University DNP program will follow the University catalogue and academic calendar. Policies, curriculum information, and course descriptions may be obtained in the catalogue. Important dates such drop dates, graduation application, and capstone synthesis project requirements are published in the catalogue. Southeastern provides electronic access to the University catalogue and academic calendar.

Important Links:

[Southeastern Louisiana University Catalog](#)
[Southeastern Academic Calendar](#)

PROGRESSION POLICIES AND PROCEDURES

Degree Plan

Students must work with the DNP Program Coordinator to establish a degree plan as soon as graduate school admission is granted (Choosing 4-, 6- or 8-semester study plan option). The DNP Program Coordinator must approve any changes in the degree plan (study plan option).

Degree Candidacy

Students are awarded candidacy upon acceptance into the Southeastern DNP program.

Time Limits

The Doctor of Nursing Practice/DNP student has six (6) calendar years from the date of admission to the program to complete the DNP degree requirements.

DNP Program Student Handbook

The DNP Program Student Handbook is available on the DNP Student Moodle Site and the Southeastern DNP webpage. Students are expected to carefully read the handbook and validate with the link provided at the DNP Student Moodle site. A signed Honor Statement contained in the front of this handbook must be submitted to the Graduate Nursing Office prior to beginning classes. See “DNP Student Forms” at the DNP Student Moodle site for a copy of this form.

[Southeastern Louisiana University Doctor of Nursing Practice/DNP Program webpage](#)

Grades and GPA

DNP students must have a final graduation grade point average consistent with policies of the Graduate Program in order to receive the Doctorate of Nursing Practice/DNP degree.

Grades of C or below may not be applied as degree credit. A course in which the student has obtained a grade of C must be repeated. Grades of D or F in any course will result in dismissal from the DNP program.

For courses with a practicum component, unsatisfactory final evaluations by a preceptor or faculty member may result in an “F” in the course.

**The DNP grading scale is as follows:
Grading Scale:**

93-100	= A
85-92	= B
77-84	= C
69-76	= D
68-0	= F

Enrollment Limitation

The DNP program reserves the right to limit the number of students enrolled in a course in order to make the most effective use of the educational resources available.

Transfer credit

Credits from other universities may be transferred under certain circumstances. Students must seek approval to transfer credit toward the DNP degree. The DNP Program Coordinator will facilitate this process. **Courses related to completion of the capstone synthesis project must be taken at Southeastern. These courses are: NURS 803, 809, 821, 822, and 823.**

[Doctor of Nursing Practice Catalogue Information](#)

Licensure

The student must maintain an unencumbered RN and APRN (nurse practitioners) license(s) at all times while enrolled in the DNP program. Changes in licensure status must be reported immediately to the DNP program coordinator and the Department Head. Failure to report encumbrances and disciplinary proceedings against RN/APRN license(s) will result in immediate dismissal from the University.

The Louisiana State Board of Nursing has adopted revised statutes, effective January 1996, that applies to licensure and grounds for disciplinary action. [Law Governing the Practice of Nursing](#)

LOUISIANA REVISED STATUTE (LRS) 37:921, grounds for disciplinary action proceedings reads as follows:

“The board may deny, revoke, suspend, probate, limit, or restrict any license to practice as a registered nurse or an advanced practice registered nurse, impose fines, and assess costs, or otherwise discipline a licensee and the board may limit, restrict, delay, or deny a student nurse from entering or continuing the clinical phase of nursing education upon proof that the licensee or student nurse:

- (1) Is guilty of selling or attempting to sell, falsely obtaining, or furnishing any nursing diploma or license to practice as a registered nurse.**
- (2) Is convicted of a crime or offense which reflects the inability of the nurse to practice nursing with due regard for the health and safety of clients or patients or enters a plea of guilty or nolo contendere to a criminal charge regardless of final disposition of the criminal proceeding, including, but not limited to, expungement or nonadjudication.**
- (3) Is unfit or incompetent by reason of negligence, habit, or other cause.**
- (4) Has demonstrated actual or potential inability to practice nursing with reasonable skill and safety to individuals because of use of alcohol or drugs; or has demonstrated inability to practice nursing with reasonable skill and safety to individuals because of illness or as a result of any mental or physical condition.**
- (5) Is guilty of aiding or abetting anyone in the violation of any provisions of this Part.**
- (6) Is mentally incompetent.**
- (7) Has had a license to practice nursing or to practice as another health care provider denied, revoked, suspended, or otherwise restricted.**
- (8) Is guilty of moral turpitude.**
- (9) Has violated any provision of this Part.”**

Nametags

Nametags shall be worn any time a student is engaged in DNP program practicum experiences. Nametags may be obtained at the Southeastern Bookstore or another location of the student's choice.

The nametag will incorporate Southeastern's green or gold colors with white/black lettering, and should contain the following:

- Name, credentials (RN, BS; RN, MSN, APRN, FNP, etc.)
- Southeastern Louisiana University
- Designate degree program and status as student (i.e. DNP Student)

Health and CPR Requirements

Prior to registration in **NURS 803: Project Planning**, students must obtain BCLS certification and maintain during all residency courses. Students entering DNP practicum courses must meet health and immunization requirements. Required health assessment forms are available on the DNP Student Moodle site.

L.A.C. Title 46, Part XLVII Chapter 40 outlines a nurse's responsibility to prevent the transmission of HBV, HCV, or HIV viruses. In accordance with Chapter 40, all registered nurses, registered nurse applicants, and nursing students enrolled in a clinical nursing course who know or should know that they carry and are capable of transmitting HBV, HCV, or HIV, **and who perform or participate in exposure-prone procedures** shall report their status to the Louisiana State Board of Nursing (LSBN). The Department Head will confidentially assist students with reporting of HBV/HCV/HIV status to LSBN and Clinical agencies. **All students regardless of their HBV/HCV/HIV status should exercise Universal Precautions in all clinical settings.** If you have any question regarding this matter, you may contact the Louisiana State Board of Nursing Monitoring Department at 225-755-7546, fax: 225-755-7583 or monitoring@lsbn.state.la.us.

Student Health Requirements

Students must provide evidence that the listed health requirements have been met PRIOR TO ENROLLING IN NURS 803: PROJECT PLANNING.

1. A history and physical examination documenting absence of health problems which would possibly interfere with the student's ability to meet course objective and/or which would possibly jeopardize the safety and/or health of patients.

2. A negative PPD. If PPD is positive, a negative chest x-ray is required prior to entry into a practicum course. Thereafter, a physician's statement confirming that the student shows no signs or symptoms of TB and stating that the chemotherapy for TB is not indicated will be required at the time of renewal of clinical health requirements. (If a known conversion of PPD from negative to positive occurs over a one year period, treatment is recommended along with written validation of such treatment from a physician or written validation from a physician stating a non-infectious status that requires no treatment.) Annual testing required.
3. A negative VDRL or RPR.
4. A positive, Measles Mumps and Rubella (MMR) titer(s) showing proof of immunity, once proof of immunity is verified by the titer results, this test does not have to be repeated. Lab documentation is required.
5. Proof of documented positive HBs antibody titer. If antibody titer is negative, a booster of HBV is required.
6. Varicella antibody testing is required. If antibody testing is negative, varicella vaccine is required required.
7. Documentation of a one-time dose of Tdap must be provided (unless Td within 2 years in which case a Tdap will be required at the end of the 2 year period).
8. List of prescription maintenance drugs.
9. A written physician's release to return to any practicum experience following an absence due to illness, accident or change in health status.
10. All clinical students must provide proof of health insurance annually.
11. CPR certification American Heart Association for Health Care Providers (Adult, Child & Infant) Certification must NOT expire during the semester.
12. All clinical students must provide ANNUAL proof of OSHA orientation or update to include fire prevention, safety, safety/disaster, and HIPAA. We accept employer documentation or we provide an OSHA module to meet this requirement.
13. All students must provide proof of a current and unencumbered RN and APRN License(s). Updated each year as appropriate.

Additional instructions:

All requirements must be renewed on an annual basis. A licensed physician or nurse practitioner MUST complete the physical exam form. Copies of the results and

required laboratory tests must accompany the physical exam form. The physical exam form may be obtained at the DNP Student Moodle site.

Prior to enrollment into the DNP program, students are required to submit to background checks, and drug and alcohol screening. The administrative assistant in the Graduate Nursing Office will monitor students' evidence of meeting these requirements.

Students who fail to provide required renewal evidence of health requirements, etc. will not be allowed to remain enrolled in any practicum courses. Failure to renew health requirements that **expire during the semester** will prevent the student's participation in practicum activities.

Drug Screening

Upon admission to the DNP program, all students are required to have baseline drug screening and may be selected for random drug screens.

Accidental Exposure

During the course of the practicum experience if the student is exposed to blood or other potentially infectious materials in such a manner as may transmit infection; you should follow facility protocol, and notify your residency mentor and the DNP program coordinator. Agency policies will then be followed including the completion of any incident report, testing and follow-up. If a student is exposed to blood or other potentially infectious materials during the practicum experience, it is the responsibility of that student to obtain follow-up exposure care. The cost of any emergency medical care or treatment shall be the responsibility of the student receiving the care or treatment.

In the event that a student administers care to a client who later in their hospitalization, tests positive for communicable disease, it will be the student's responsibility to undergo testing and follow-up as may be recommended by clinical agency.

Students Who Have Tested Positive for a Communicable Disease

It shall be the legal and ethical obligation of any student who has tested positive or contracted any communicable disease to report this fact immediately to the DNP program coordinator and the Department Head. The student is obligated to institute behaviors to prevent spread of any communicable diseases.

The Graduate Nursing Office assumes no liability for students with compromised immune systems acquiring other communicable diseases.

Criminal Background Checks

Upon admission to the DNP program, all students will be required to complete a criminal background check to comply with University and agency requirements. The cost and responsibility for these background checks is the responsibility of the student. The Graduate Nursing Office will communicate specific procedures for submitting documentation.

Requirements For Web-based Courses

All DNP courses are offered as distance learning courses delivered via the Internet and online Learning Management System (LMS) - Moodle. Students are advised that there are minimum technical requirements for accessing web-based courses and specific recommendations regarding preferred web browsers.

In order to successfully take an online course, check computer equipment, Internet connection and browser configuration for optimum performance. To help maximize performance for your course, computer settings must meet Moodle's requirements and that the Internet connection used should be fast and reliable. The browser also needs to be properly configured.

In other words, you need your computer to be set up correctly or completing assignments and tests will be troublesome. It is recommend that you configure your computer before you get started with a course that uses Moodle. Having a computer set up properly will give the student the necessary tool to complete online work with ease and enhance the learning experience.

Please refer to the **Southeastern Technology Recommendations** webpage to get started: [Technical Recommendations](#)

Software

Students are expected to submit written work as a MS Word doc/docx file.

Necessary software includes latest versions of MS Word, PowerPoint, and Excel. Students may be required to download other software such as, SPSS, Acrobat Reader or QuickTime Player to support course activities in some courses.

Other

- Pop-up blockers should be disabled if possible when working in the Moodle LMS
- You may want to add Moodle as a "Trusted Site"
- A Southeastern e-mail account is to be maintained at all times by the student and shall be used by the student for all communication with the faculty/graduate office

Learning in an Online Environment – Establish a Back-up Plan

Students are expected to have appropriate equipment and software to complete course assignments. While it is understood that mechanical problems occur, these are not acceptable reasons for failure to complete assignments and exams on time. Students should have back-up computer access. All campuses have accessible computer labs, as do public libraries in many communities. Students are advised to investigate back-up resources in case of emergency.

All assignments are to be submitted via the Moodle LMS. Submission of course work by e-mail should be avoided.

Southeastern provides a host of online or remote access services to students, including but not limited to online admission, registration, financial aid, fee payment, e-mail, student help desk, and the student portal (Moodle).

The ability of a student to succeed in distance education classes depends on their ability to understand the course structure and technology, as well as the ability to navigate learning management system (Moodle). Prior to enrollment in an online program students are informed of prerequisite technology skills required to succeed in the online environment. Prospective students have the opportunity to be counseled on their ability to succeed in online courses.

Specialized services offered for distance learners include:

- Online Interlibrary Loan Request forms
- E-mail reference assistance
- Access to account information concerning the library

Although faculty members and students communicate largely through the learning management system and e-mail, online learning environments do not preclude students from accessing or communicating with faculty on a one-to-one basis. When needed, students are encouraged to phone faculty or schedule face-to-face meetings to discuss technological issues and course concerns and seek advice with faculty. In turn, faculty members will make every effort to respond to student communication in a timely manner.

When communicating by email, please follow these guidelines

- Always include a subject line
- Begin each email with Dr._____, “Hey” is not appropriate
- Remain professional in the emotion conveyed during correspondence: avoid “flaming”
- Respect the privacy of peers and faculty by not forwarding e-mail without prior permission

- You should use your Southeastern email (@selu.edu) for all correspondence with faculty and offices at Southeastern

When communicating by discussion forums

- Be respectful of others' ideas
- Read all comments before entering your remarks
- Be positive and give constructive comments in group discussions
- Respond in complete sentences that reflect thoughtful input

Confidentiality Policy

Confidentiality respects patient privacy issues. A major responsibility of all health care providers is that they keep all patient/client/recipient of care information confidential. All data that are collected are considered to be confidential information.

It is the policy of Southeastern School of Nursing/DNP program that all information concerning patients/clients/recipients of care is confidential and may not be disclosed in any way, by any means, by students or faculty without appropriate authorization.

Students have the ultimate responsibility for their own actions and may be liable for their own negligence if they violate patient/client/recipient of care confidentiality. Violation of the policy related to confidentiality will lead to the dismissal of the student. Family Educational Rights and Privacy Act (FERPA) of 1974 Policy (6/03)

The Southeastern School of Nursing/DNP program adheres to the Family Educational Rights and Privacy Act of 1974. Specifically, written consent from parents and "eligible" students must be obtained when disclosure of personally identifiable information is required from students' educational records. The consent must specify the records to be disclosed, the purpose of the disclosure, and must identify the party to whom disclosure is made.

Health Insurance Portability and Accountability Act (HIPAA) of 1996 Policy (6/03)

The Southeastern School of Nursing adheres to the provisions of the HIPAA Act of 1996, which was designed to ensure the privacy, and security of protected individually identifiable information. Students and faculty must comply with the HIPAA-related policies of the School of Nursing and the clinical agencies with which the School of Nursing is affiliated to safeguard patient/client/recipient. Students and faculty must complete HIPAA-related training sessions as deemed necessary by the DNP program and/or the clinical agencies with which Southeastern School of Nursing is affiliated.

Doctor of Nursing Practice/DNP students have the ultimate responsibility for their own actions and may be liable for their own negligence if they violate patient/client/recipient of care protected individually identifiable information. Violation of

the Southeastern School of Nursing policy related to HIPAA compliance will lead to the dismissal of the student.

Student Responsibility for Loan Repayment

Nursing students and graduates have a legal and ethical responsibility to repay student loans. In accordance with Louisiana Revised Statute 38:2951, the Louisiana State Board of Nursing withholds the licensure renewal applications of registered nurses who were deemed by the Louisiana Office of Student Financial Assistance (LOFSA) to be in default of student loan (LSBN, The Examiner, pg. 2, Vol. 10, No. 3, Fall 2002).

ACADEMIC DISHONESTY

The affiliates of the Southeastern School of Nursing DNP program are committed to principles of truth and academic honesty. Every DNP student is responsible for upholding the provisions of the Student Code of Conduct, as published in the University Undergraduate and Graduate Catalogues. All faculty members of the DNP program share in the responsibility for maintaining and supporting these principles. When a student enrolls in courses offered by the Graduate Nursing Office, the student assumes an obligation to pursue academic endeavors in a manner consistent with the standards of academic integrity. To maintain academic integrity, the Southeastern School of Nursing has adopted a “zero tolerance” policy regarding acts of academic dishonesty.

Students who engage in acts of academic dishonesty are subject to the disciplinary procedures of the university in which they are enrolled. Sanctions may range from “0” on the assignment in question to an F in the course to dismissal from the program/university.

Academic dishonesty includes cheating, plagiarism, and fabrication in the process of completing academic work for courses or practicum experiences toward the completion of the DNP synthesis project.

Cheating

Cheating is the intentional activity to gain unfair advantage over other students in a course. Examples of cheating include, but are not limited to: communicating improperly with others during exams or the preparation of assignments for classes; copying from books, notes, or other sources during a test when this has been prohibited; copying from another student’s work; procuring or using copies of current examinations; communicating exam content to other students; and allowing another person to take an exam, write a paper, or complete a course assignment.

Falsification/Fabrication

Falsification and fabrication involve intentional and unauthorized alteration of information, forging, or inventing false information for use in the course of an academic activity. Examples include altering the record of data or experimental procedures or results in thesis or scholarly reports, falsely citing sources of information; altering academic records; counterfeiting or inventing a record of practicum experiences.

Multiple Submissions

Multiple submissions or “self-plagiarism” includes, but is not limited to, submitting the same paper or oral report or parts of the same paper or oral report for credit in two separate courses. *This also applies to courses, which are being repeated.* Making minor revisions in a paper or report for which credit has already been received and submitting it again as a new piece of work is also considered self-plagiarism.

Plagiarism

Plagiarism is knowingly representing the work of another as one’s own without proper acknowledgment of the source. The only exceptions to the requirement that sources be acknowledged occur when the information, ideas, etc., are common knowledge. Plagiarism includes, but is not limited to, submitting as your own work material obtained from a commercial writing service; quoting directly or paraphrasing closely from a source without giving proper credit; using figures, graphs, charts, or other such material without identifying the sources.

Complicity in Academic Dishonesty

A student is guilty of complicity in academic dishonesty if he or she helps or attempts to help another or others to commit an act of academic dishonesty. Complicity includes, but is not limited to, knowingly allowing another to copy from one’s paper during an examination or test; distributing test questions before the time scheduled for the test; collaborating on academic projects when students are expected to work independently; taking a test for another student; or signing a false name on a piece of academic work.

Reference: Andrews, P. & Ericsson, P. (2006). Academic integrity agreement form. Washington State University. Accessed:
http://www.wsu.edu/~ericsson/acad_honesty.html

STUDENT APPEALS

Students have the right to appeal disciplinary actions or grades according to policies of Southeastern Louisiana University.

Grade Appeals

Students who feel they have been treated unfairly or capriciously in the awarding of a final course grade should follow the grade appeal policy. For the complete guidelines regarding grade appeal see the University catalogue or contact the DNP Program Coordinator or School of Nursing Department Head for assistance.

Disciplinary Appeals

Southeastern Office of Student Conduct:

[SLU Code of Student Conduct, Discipline, and Appeal Procedure](#)

Formal Complaint Procedure

This procedure applies to complaints regarding course and program related issues. For situations related to grade appeals, sexual harassment, ADA issues, or EEOC issues, the student should follow the appropriate university policy.

Within 5 working days of the situation of concern, the student must submit a signed, written description of the complaint to the person of concern (administrator, faculty, or staff) with copies to the DNP Program Coordinator, Department Head, and Dean.

1. Within 5 working days from the time the complaint is given to the person of concern, the student should communicate and /or meet with the person involved and attempt to resolve the complaint.
2. If the complaint is unresolved, within 5 working days the student may meet with the nursing graduate program coordinator at the respective institution.
3. If the complaint remains unresolved, within 5 working days the student may meet with the department head and/or dean at the respective institution.
4. The dean notifies the student and appropriate individuals involved of the final decision.

Documentation of the Formal Complaint Procedure

1. The student must submit concerns in writing to the person(s) of concern.
2. An official record is maintained in the graduate nursing office of each communication and/or meeting between the student and person(s) involved with the complaint.
3. The student may discontinue the process at any point by submitting a written request to withdraw the complaint to the person of concern with a copy to the Dean.

Doctor of Nursing Practice/DNP Capstone Synthesis Project

Model, process, and forms to be completed during Project Planning, and Residencies I, II, & III

Work in Progress

GRADUATE NURSING OFFICES

Southeastern Louisiana University - Hammond and Baton Rouge

Hammond	<p>Administrative Assistant and Graduate Coordinator Southeastern Louisiana University Kinesiology and Health Studies Building Graduate Nursing Office Room 1010 (985) 549-5045 SLU 10448 Hammond, LA 70402</p> <p>DNP Program Coordinator Room 1027 Southeastern Louisiana University Kinesiology and Health Studies Building Graduate Nursing Office SLU 10448 Hammond, LA 70402 (985) 549-5543 or (985) 549-5045</p>
Baton Rouge	<p>Baton Rouge Center – Room 201 (225) 765-2324 (Secretary) Baton Rouge Center 4849 Essen Lane Baton Rouge, LA 70809</p>

BOOKSTORE

Southeastern Louisiana University - Hammond

Location War Memorial Student Union Annex

Hours 7:30 a.m. to 5:00 p.m., Monday - Thursday
7:30 a.m. to 12:30 p.m., Friday

Extended hours of operation are:

First two weeks of class (Fall & Spring)

First week: 7:30 a.m. to 6:00 p.m. (Monday through Thursday)

Second week: 7:30 a.m. to 5:30 p.m. (Monday through Thursday)

Telephone (985) 549-5393

ACADEMIC LIBRARIES RESOURCE SHARING

A significant resource available to graduate nursing students is the Louisiana Academic Libraries Information Network Consortium (LALINC). As of October 1992, academic institutions governed by the Louisiana State Board of Regents agreed to permit reciprocal borrowing privileges by various levels of users such as undergraduate and graduate students, faculty and professional staff of participating institutions.

In order to receive reciprocal borrowing privileges, a student must present a valid ID card with a LALINC sticker affixed to the ID. These stickers are issued by their home library and must be obtained prior to borrowing materials at other institutions. Borrowing privileges are valid for one semester. At the beginning of each semester, students will be required to obtain a new LALINC sticker from the library.

**Southeastern Louisiana University
Doctor of Nursing Practice/DNP**

GRADUATE FACULTY DIRECTORY

SOUTHEASTERN LOUISIANA UNIVERSITY

<http://www.selu.edu>

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