



Department of Nursing

Student Nursing Handbook

Doctor of Nursing Practice (DNP) Program
2025-2027



Table of Contents

DEPARTMENT OF NURSING - 1

GOVERNORS STATE UNIVERSITY - 4

- History – 4
 - Role and Mission - 4
 - Accreditation - 4
-

SECTION I

THE DEPARTMENT OF NURSING - 7

- Mission Statement - 7
 - Philosophy - 7
 - Doctor of Nursing Practice (DNP) Program - 8
 - Clinical Requirement - 9
 - Conceptual Framework of the Nursing Program - 10
 - DNP End of Program Student Learning Outcomes - 11
-

SECTION II

- Roles and Responsibilities - 13
 - Admission Requirement - 15
 - Progression Requirements - 16
 - Grading Policy - 17
 - Independent Study - 18
 - Graduation - 18
 - Student Feedback and Exit Surveys - 18
-

SECTION III

- Governors State University Orientation - 21
- Transfer Credit for Nursing Courses - 22
- Progression Requirements - 22
- Grading Policy - 23

- Scholarship Availability - 23
- Tuition Waivers - 23
- Student Responsibilities - 23
- Academic Honesty - 23
- Incomplete Grades - 24
- Timely Submittal of Work - 24
- Student Issues/Grievances/Complaints - 24
- Department of Nursing Communications - 24
- University Services - 24
 - The GovState Writing Center - 24
 - Wellness Center - 26
 - Governors State University Counseling and Wellness Center (CWC) - 26
 - Center for Student Engagement and Leadership - 27
 - Liaison of Student Support and Resources - 27
 - Office of the Dean of Students - 28
 - GSU4U - 28
- Student Clubs and Organizations - 29
- Nursing Honor Society - 30

SECTION IV Policies - 31

- Core Performance Standards - 32
- Access Services for Students with Disabilities - 33
- Emergency or Medical Leave - 33
- Student Requirements - 35
- University Refund Policy - 35
- Immunizations/Health Form Policy - 36
- Insurance Coverage - 37
- Universal Precautions Training - 37
- Communicable Disease Policy - 38
- Student Exposure to Blood-Borne Pathogens - 38
- Residency Faculty - 40
- DNP Capstone Proposal and Project Policies - 42
- Student Conduct Policy (*Policy 4*) - 45
- Withdrawal (*Policy 6*) - 53
- Clinical or Residency Site Placement - 56
- Clinical or Residency Refusal of Clinical site - 56

SECTION V APPENDICES 58

INTRODUCTION

Congratulations! You have taken the first step toward earning your Doctor of Nursing Practice degree. Learning is lifelong and we are pleased that you have chosen the nursing program at Governors State University (GSU) as the place to continue your education. GSU has been a leader in quality, affordable nursing education for over 40 years. GSU graduates are found in a variety of health care settings, making significant contributions throughout the state of Illinois and beyond.

Please consult the most recent [Governors State University Catalog](#) for additional information regarding the university, its programs, courses, and faculty. Also, you should obtain a copy of the [GSU Student Handbook](#). It is available online at <https://www.govst.edu/handbook/>

The right is reserved to change tuition and fees, to add or delete courses, to revise instructional assignments, or to change regulations, requirements, or procedures where such changes are thought to be in the best interests of the university.

Publication Date 2013
Revised 2012, 2016, 2025
Reviewed 2026

GOVERNORS STATE UNIVERSITY

History

Governors State (GSU) was chartered by the General Assembly in 1969. It is designed to serve traditional undergraduate students, transfer students, and those seeking master's and doctoral degrees.

The university's campus is located in University Park, thirty-five miles south of Chicago and easily accessible by car or commuter train. The campus is located on 750 acres of wooded landscape with several lakes and nature trails and includes the nationally renowned Nathan Manilow Sculpture Park.

The curricula of the university are offered through four colleges: the College of Arts and Sciences, the College of Business and Public Administration, the College of Education, and the College of Health and Human Services.

Role and Mission

GSU's primary mission is to offer an exceptional and accessible education that imbues students with the knowledge, skills, and confidence to succeed in a global society. GSU is dedicated to creating an intellectually stimulating public square, serving as an economic catalyst for the region, and being a leader as a model of academic excellence, innovation, diversity and responsible citizenship. It provides an affordable and accessible undergraduate and graduate education to its culturally and economically diverse lifelong learners. The liberal arts and sciences are the foundation of the university's academic and professional programs.

GSU has a strong commitment to inclusiveness and diversity in every facet of university life. The university values its multicultural community of students, faculty, and staff as they learn together throughout their lives. It addresses the needs of the traditional and nontraditional learners through the breadth of its curriculum, through flexible teaching strategies, and through advanced instructional technologies.

GSU is an active partner in the economic and social development of the surrounding metropolitan regions, preparing informed and concerned citizens and providing them with a global perspective in an interdependent world.

Accreditation

Governors State University is accredited by the Higher Learning Commission. The university is also a member of the Illinois Council of Baccalaureate and Higher Degree Program, and the Illinois Board of Higher Education. Many programs are accredited by their respective professional accrediting agencies.

The baccalaureate and master's degree programs in nursing are accredited by the Association for Education in Nursing (ACEN). Doctor of Nursing Practice program is in the process of applying for specialty accreditation.

Governance

A seven-member board appointed by the Governor of Illinois governs this university. One student serves as a member of the Board of Trustees. The president of the university is responsible to the Board of Trustees for the operation and general welfare of the university. The provost/academic vice president has general responsibility in the areas of academic personnel and programs. Governors State University's four colleges are directly administered by their respective deans.

Faculty, civil service, and students participate in university affairs through membership on the Faculty Senate, Civil Service Senate, Student Senate, and academic and administrative committees. These groups consider and recommend policies and procedures to the president.

Refer to the university's current [catalog](#) and [The Student Handbook](#) for further information. To learn more about more about GOVState Governance see website: [Leadership and Governance](#)

SECTION I

Introduction to the Department of Nursing

THE DEPARTMENT OF NURSING

The mission statement, philosophy, conceptual framework, and goals provide the framework for the baccalaureate, master's and practice doctorate curricula.

Mission Statement

To provide an accessible, quality professional nursing education which will: Foster the acquisition of professional knowledge, values, and skills; facilitate the development of leadership, professional vision, and advocacy to promote quality in health care for diverse and underserved populations; and prepare nursing professionals to practice evidence-based nursing in a dynamic healthcare environment.

Philosophy

The faculty of the Department of Nursing, in accordance with the mission statement of Governors State University, accepts responsibility and accountability for the preparation of students for the professional degrees of baccalaureate, the master's, and the terminal practice degree, doctor of nursing practice (DNP). The faculty contributes to the profession, and to meeting the educational needs of the university's service region, the State of Illinois, and the nation through teaching, research, and service.

The nursing faculty supports values and beliefs about humankind, society, health, nursing, nursing education, nursing practice, and the teaching/learning process. The following statements present the beliefs, which have been the basis of the program's development.

Human beings are biological, psychological, social, cultural, and spiritual beings who exist in a dynamic relationship with an ever-changing environment and have the potential for continued personal development, behavioral change, and self-direction throughout the life span. Furthermore, people are open, living systems using innate and acquired adaptive mechanisms to attain and maintain stability of health and wellbeing.

Society is characterized by philosophical, cultural, economic, scientific, and political diversity. It encompasses all those dynamic forces that affect the quality of a person's life and health. Society also creates change and stress to which one must respond. The faculty believes that society exists for the benefit of individuals, families, groups, communities, and nations.

Health is a dynamic state of being, reflective of the individual, the family, and the community's level of functioning. It is influenced by hereditary and environmental factors, as well as by actions taken (or not taken) to achieve one's own maximum potential for wellness. Health exists on a continuum from wellness to illness, and is a response to the interrelationships of biological, psychological, social, economic, cultural, environmental, and spiritual factors. The levels of prevention of illness and disease are primary, secondary, and tertiary. In order to promote wellness and facilitate health, nursing care may become necessary at any point on the wellness-illness continuum. In the same regard, because the services needed to maintain health are the basic right of every person, entry into the health care system may occur at any point on the wellness-illness continuum.

Nursing is a practice discipline, having its own body of knowledge drawing from the humanities, social sciences, and the natural sciences. Nursing practice interfaces with human systems processes as they

interrelate in a complex hierarchy of individuals, families, groups, organizations, communities, and nations. The purpose of nursing is the health promotion, restoration, and maintenance at the maximum level of health. The faculty believes that health promotion involves the prevention of disease and injury, the promotion of positive adaptation in living, the care of the ill, the facilitation of optimal levels of health, and the ability to assist people during life transitions such as birth and death.

Nursing is an independent and interdependent discipline, interacting with the total health care delivery system. Independence is fostered through the scientific framework of the nursing process. This process consists of assessment, diagnosis, planning, implementation, and evaluation. Competency in the use of this process is developed from a knowledge base that guides the nurse's judgment and decisions for the care of individuals and groups in a variety of settings. Interdependence is fostered through the process of collaboration and the use of evidence for best practice.

Society, the health care system, and the profession itself have influenced the professional nurse to assume greater responsibility, accountability, and autonomy of practice. Nurses have the responsibility to use research findings in the nursing care of clients, to conduct scientific investigations to improve quality of health care, and to further develop and refine nursing theories.

The nurse is a leader who facilitates individuals and groups to make informed health care decisions, and helps clients initiate their own entry into the health care delivery system. The nurse is responsible for defining and improvising standards and scope of nursing practice and its contribution to society.

Education is a dynamic lifelong process, which provides for the acquisition of knowledge and understanding, and the development of the powers of reasoning and discriminatory judgment. The aim of education is to prepare the person to fulfill personal and professional goals. Professional education is based upon liberal and specialized preparation that builds on previous experience and learning. Professional education is necessary for the practice of nursing, and therefore is committed to the values of collegiality and continued growth toward expert practice.

Adult learners participate in identification of their educational needs and goals, and evaluation of progress toward meeting those goals. Faculty serves as facilitators in identifying objectives, learning activities, and skills needed for personal and professional growth. The learning process is fostered in an environment that encourages student's self-direction, scientific inquiry, conceptualization, and decision-making, as well as a free exchange between the teacher and the learner. A diversity of motivating forces are utilized, especially with minority, female, and economically disadvantaged learners, is recognized, and provides the opportunity to explore new and challenging experiences. The nursing faculty believes that every individual has the potential for learning, and that the principles of learning are the same for both the teacher and the learner. The students experience a potential and/or actual change in behavior as a result of the active process of learning.

Doctor of Nursing Practice (DNP) Program

The Doctor of Nursing Practice (DNP) provides a professional practice doctorate in nursing that is designed for applicants to matriculate at two entry points: post baccalaureate or post master's degree with a major in nursing. The degree prepares the graduate for a career with a focus on one of the following advanced professional practice specialties: Direct practice, community behavior, leadership/administration and practitioner/educator.

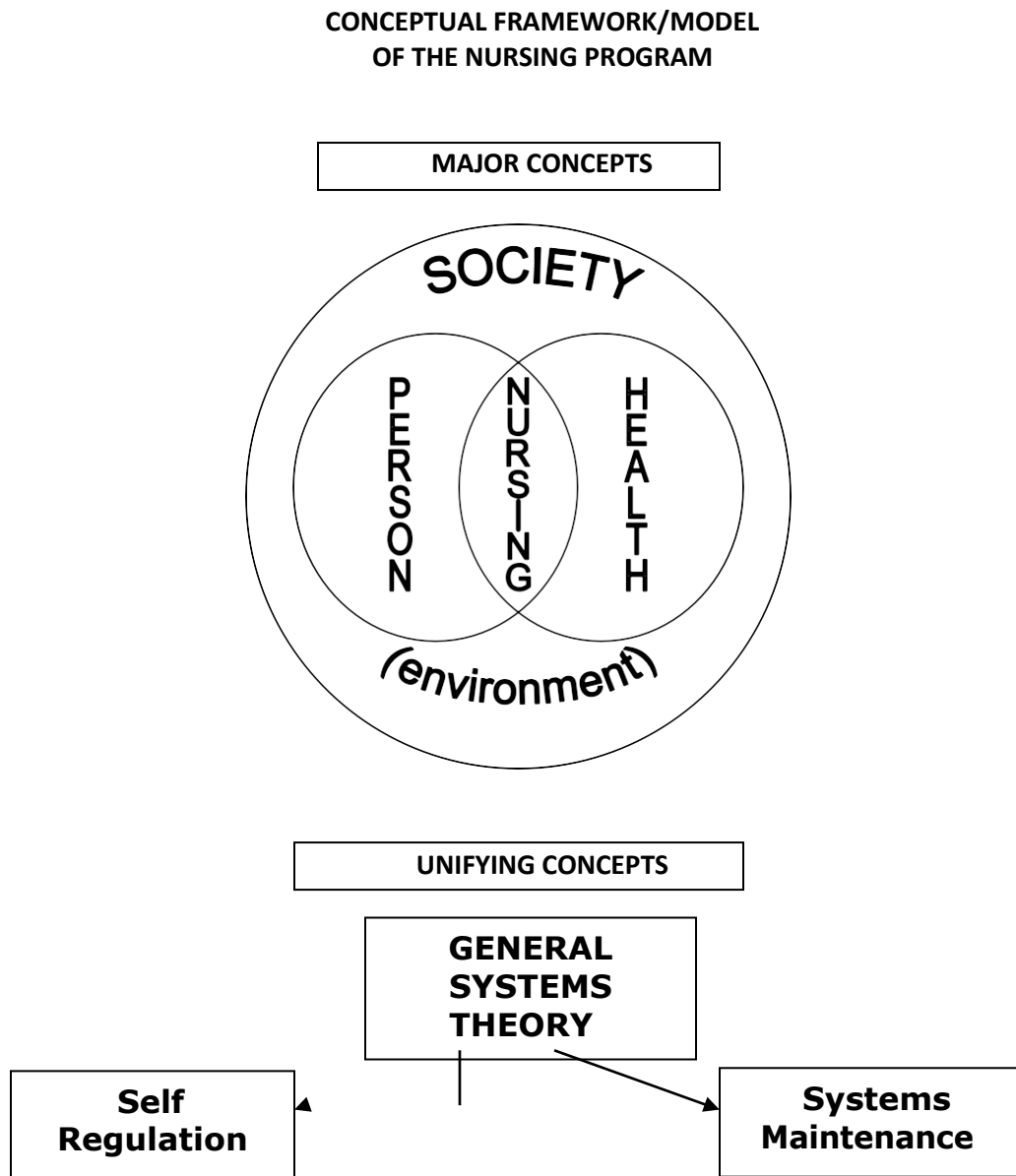
Clinical Requirement

The completion and documentation of one thousand (1000) clinical hours are required for program completion. A maximum of five hundred (500) hours of documented MSN clinical may be counted toward the total.

Conceptual Framework of the Nursing Program

The conceptual framework is used to organize, select, and sequence curriculum content.

The four major concepts of person, society, health, and nursing, described in the philosophy, become the foundation of the conceptual framework of the baccalaureate, masters and doctoral programs. General systems theory is delineated as a unifying theme for the conceptual framework.



Humans as biological, psychological, social, cultural, and spiritual beings are open, living systems who exist in a dynamic interrelationship with the environment. This environment encompasses all those dynamic forces that affect the quality of a human being's life and health. Humans and their environment are

constantly interacting and exchanging energy. Human personal, group, and environmental resources respond to life stresses, while maintaining integrity. Health, therefore, exists on a continuum from wellness to illness, a response to the interrelationships of biological, psychological, social, cultural, environmental, and spiritual factors. Nursing as a practice discipline interacts with human processes in a complex system of individuals, families, groups, organizations, communities, and societies.

The sub-concepts, which underlie the development of all curricula are 1) facilitation of self-regulation, and 2) systems maintenance. The concept of self-regulation encompasses 1) goal seeking; 2) organizing, coding, storing, and retrieving information; and 3) decision making. In concert with self-regulation is the concept of systems maintenance which encompasses 1) human/social organizations (hierarchy, rules, principles, customs, and norms); 2) change processes; and 3) health promotion, health restoration, and health maintenance.

DNP End of Program Student Learning Outcomes

Graduates will be able to:

1. Critically analyze complex clinical situations and practice systems including the social, economic, political and policy components of health care systems to affect care planning and delivery.
2. Demonstrate advanced levels of clinical/judgement/scholarship to improve health care of diverse populations by analyzing and applying conceptual models, theories, and research.
3. Systematically investigate clinically focused areas of practice in nursing.
4. Assume leadership roles in the development of clinical practice models, education models, health policy, and standards of care
5. Integrate professional values and ethical decision-making in advanced nursing practice
6. Collaborate in interprofessional health care teams in diverse health care settings and systems to promote health and prevent illness
7. Assess technology and information systems for best practice across care settings

SECTION II

Academic Information

ACADEMIC ADVISING

Each student is assigned to the Graduate Nursing Program Advisor upon admission to the graduate nursing program.

Roles and Responsibilities

Department of Nursing Advisor

- Meet with new advisees after admission to the nursing program to initiate the Student Study Plan (SSP)
- Develop deficiency resolution action plan and monitor compliance if necessary.
- Monitor advisees' academic progress, and discuss as needed.
- Assist with revisions of student study plan as needed.
- Assign a faculty member as mentor to explore career goals with advisee.
- Address any policy or procedure issue pertinent to the advisees' progress in the program.

Advisees

- Initiate contact with the advisor by email to schedule an appointment with the advisor upon acceptance into the nursing program, as a mandatory meeting either on-campus or via computer/telephone with the academic advisor to complete the Student Study Plan.
- Initiate a mandatory meeting with advisor at least once per year, more often if necessary.
- Obtain approval from the advisor for any deviation from the Student Study Plan. The Student Study Plans are used to plan course offerings. Failure to follow an approved study plan may result in courses being unavailable during the semester the student wishes to matriculate.
- Seek advisor's assistance, as needed, regarding progress in meeting program requirements.
- Consult advisor about any issues relative to your progression in the program.
- Use the Nursing Student Handbook, the GSU Student Handbook, the University Catalog and other current printed or online materials as reference solutions.

Students entering any nursing program are not released to register for classes until they have met with their Department of Nursing advisor and completed the Nursing Student Study Plan (SSP). Any identified admission deficits are to be resolved at this time. Students who need to deviate from their study plan must have approval from the Department of Nursing Chairperson and discuss changes with their advisor. Students may not sign up for classes in different sequences, or in any way deviate from the study plan without the prior approval of the advisor.

Prior to registering for a clinical course, **students must have a clinical site and preceptor, and all of their mandatory Castlebranch items uploaded.** If any of these requirements are missing, **a registration hold will be activated, and the student will not be allowed to register.** Contact the Director of Clinical Education for information regarding clinical

requirements tchairse2@govst.edu. Students are encouraged to attend the Virtual Clinical Process Orientation, held throughout the semesters.

Students are responsible for adhering to their Student Study Plan (SSP). Students should be familiar with course pre-requisite and co-requisites. Because many courses have pre and co-requisites, deviation from the SSP, without prior discussion with the academic advisor, may lead to mandatory removal from a course or impede the graduation date. It is essential to clear up all changes, prior to making them, with the academic advisor to ensure that students are following courses in which they desire to register. Faculty and the academic advisor cannot assume responsibility for consequences a student experiences because of deviating from the SSP.

Doctor of Nursing Practice (DNP)

Admission Requirements

Applicants are expected to meet the following admission requirements:

1. Graduation from an accredited baccalaureate program in nursing. International students must graduate from a nursing program that has undergone comparable review per AACN Baccalaureate Essentials criteria and must score a minimum of 213 on the computer-based TOEFL.
2. A minimum nursing cumulative Grade Point Average of 3.5, on a four-point scale, or equivalent "B" average. Note: Applicants not meeting this criterion may be considered for conditional admission status.
3. Evidence of current registered nurse licensure in the State of Illinois (for students planning to complete the program in Illinois) or from an appropriate jurisdiction (for out-of-state students intending to complete practice requirements outside the state of Illinois).
4. Evidence of successful completion with a grade of B or better of an upper division statistics course. Alternatively, one may be taken concurrently with the first semester of graduate coursework.
5. Basic computer competency as follows: Students should be able to use e-mail with attachments, access online course materials and navigate Blackboard courses, demonstrate intermediate competency with Microsoft Word, Excel, PowerPoint, be able to effectively use clinical simulation modules, have beginning competency with a statistical package preferably SPSS, and be able to navigate the Web including access to online library materials, Nursing Blog, and similar sites. Students who are unfamiliar with web-supported instruction are encouraged to take ONTL 5101 Introduction to Online Learning prior to or during the first term of enrollment.
6. Grades in all previous master's course work of "B" or better

Once accepted into the program, information regarding health and other program specific requirements will be sent to the student. These requirements must be met within the first trimester of enrollment.

Admission to Candidacy

After admission as a degree-seeking student, a student must apply for candidacy, at which time all candidacy requirements must be fulfilled. Application for candidacy should be made with the approval of one's academic advisor at the completion of all core courses; Admission to candidacy is required in order to enroll in the roll specific DNP courses. To qualify for candidacy, a student must:

- meet all conditions of admission
- complete all core courses: DNP 8171, DNP 8172, DNP 8173, DNP 9180, DNP 9181, HLAD 7105 or STAT 8260, HLSC 8300, HLSC 8350, HLSC, 8400, and HLSC 7500.

Transfer Credit for Nursing Courses

Transfer credit for nursing courses will be granted within the limits defined in the university catalog and only for courses that are equivalent to a Governors State University nursing course. In accordance with university policy, transfer credit should be reviewed before admission to the university to avoid duplication of course work. The review of transfer credit must be completed before the student would take a comparable nursing course to ensure prerequisites are met. It is the student's responsibility to obtain and present the syllabus to the academic advisor at the time the Student Study Plan is initiated. The Academic Advisor will seek approval from the Department Chair. If a syllabus is unavailable, a letter from the faculty teaching the course or the dean/director of the Nursing Program detailing the course content may be substituted. The academic advisor will notify the student whether the transfer credit was accepted, or the study plan must be revised.

Degree Requirements

Students must meet all university requirements for a doctoral degree. In addition, students must:

- pass, during the last trimester of the student's program, the capstone project which will be reviewed by a panel of three nursing faculty members
- complete degree requirements within eight (8) years of application for candidacy
- may repeat only one nursing course in which a grade of "C" or below is received.

Progression Requirements

Continuing Student Status

According to university policy 32, a continuing student at Governors State University is defined as any degree-seeking student whose continuous enrollment at GSU is not interrupted for more than six consecutive semesters. Students whose enrollment is interrupted for six semesters, including summer term are subject to curriculum requirements for re-admitted students (University Policy 8). Find university policies at:

Academic Grading Scale

A uniform grading scale, in collaboration with university policy, is determined by faculty and published on all course syllabi within the Nursing Program. The grading scale is as follows:

GRADING SCALE:

Grade	Grade points per unit	Numeric grade
A	4.0	95.00 or above
A-	3.7	93.00-94.99
B+	3.3	88.50-92.99
B	3.0	85.01-88.49
B-	2.7	84.01-85.00
C+	2.3	79.51-84.00
C	2.0	75.01-79.50

Grading Policy

No grade of incomplete is given in a nursing course except in extreme circumstances. Please refer to the university catalog for the policy governing a grade of incomplete.

A student may repeat only one nursing course in which a grade of 'C' or below is received. A second grade of 'C' or below in any nursing course will result in dismissal from the nursing program.

Independent Study

Independent study enables the graduate student in nursing to engage in individual reading and research in a specific area of interest, under faculty supervision. In accordance with university policy, a written proposal for an independent study, planned and developed by the student, must be approved by the program director in consultation with the Department Chair. Independent study may be used to meet elective credit only. A student may enroll for a maximum of three credit hours of independent study in any one semester.

Students planning to perform clinical course work as part of the independent study are subject to the program requirements for clinical study.

- The student develops a proposal and negotiates this with a selected faculty member. Revisions are made, and the proposal is forwarded to the program director for review and approval.
- Three or more meetings between the student and faculty are required throughout the semester.
- If no clinical work is involved, one credit hour = 15 contact hours.
- If clinical work is involved, one credit hour = 45 clinical hours.

Evaluation methods may include, but not be limited to:

- formal paper
- oral presentation
- program development
- article for publication
- clinical experiences/clinical log book
- literature review
- self-evaluation
- poster presentation

Graduation

Graduation is not automatic upon completion of all degree requirements. Students must apply for graduation at the beginning of the term in which they anticipate completion of their degree. This procedure is detailed in the University Catalog. Please check the academic calendar in the current university catalog and university e-mail for specific deadlines. Submit the completed graduation application to the Registrar's Office by the due date specified in the Academic Calendar. No late graduation applications will be accepted. This applies to those completing a certificate as well, please complete the "Award of Certificate" form and submit it to the Registrar's Office by the graduation application deadline specified on the Academic Calendar.

Student Feedback And Exit Surveys

Student feedback is important and can impact the future direction of the nursing program. In addition to course evaluations at the end of each semester, students are encouraged to provide feedback, comments, and suggestions regarding the program.

During the last semester before graduation, students may be asked to complete a graduate exit survey. The survey provides an opportunity to give feedback on various aspects of the program. Alumni and employment surveys will be e- mailed to students after graduation. The results of these surveys are used in the evaluation of the program and may lead to program changes.

SECTION III

General Information

Governors State University Orientation

We are happy you've joined the Governors State University learning community. You and all your fellow students make us what we are – a diverse, lively, friendly place. We take pride in all we do to maintain a true sense of community on our campus. As members of the Governors State University community, we all must know what to expect of one another and how we make our shared values come into life every day. Our mission is not a static statement – it is what we live by. Any well-functioning community must have a set of values; this Handbook is meant to serve as a guide not only for our students, but also for faculty, staff, and administrators to ensure that all members of our community are informed about policies, procedures, rights, and privileges.

Our [Student Code of Conduct](#), along with other university policies, will give you clear guidance on both what you can expect from GovState faculty and staff and what we will expect from you. The Student Handbook also contains helpful information, guides, and directories that will make navigation of campus life easier.

If you have questions after reading through this Handbook, please do not hesitate to contact the [Office of the Dean of Students](#).

Graduate Orientation

During virtual Graduate orientation, all graduate students will have the opportunity to learn about the various resources and services GovState offers. Students will have a chance to discover the various supports GovState offers to graduate students including scholarships, fellowships, career services support, mental health/well being support and the Graduate Professional Network.

Virtual Orientation Provides Information On:

- Welcome from Leadership
- Campus Tours
- Technology
- Academic Advising
- Academic Support Services
- Student Support Services
- Financial Support
- Community Standards
- Student Life
- Student Success

If you have any questions, please contact New Student Programs at nsp@govst.edu.

Additional Graduate Orientation Programs

As noted above, there may program specific orientation events for your graduate program. Please check with your academic advisors or contact your college for more information. See below links for academic advisor and college contact information:

- [Academic Advisors](#)
- [College of Health and Human Services](#)
- [Blackboard Student Orientation](#)
- [Transfer Student](#)
- Nursing Department Orientation contact Director Education at tchairse2@govst.edu

You can also contact [Academic Resource Center](#) at (708) 534-4090 for further instructions on the Orientation.

Transfer Credit for Nursing Courses

Transfer credit for nursing courses will be granted within the limits defined in the university catalog and only for courses that are comparable to a Governors State University nursing course. In accordance with university policy, transfer credit should be reviewed before admission to the university to avoid duplication of course work. A maximum of 85 credit hours can be transferred to GovState subject to approval by department. GovState [Transfer Credit\(Policy 31\)](#).

The review of transfer credit must be completed before the student takes a comparable nursing course to ensure prerequisites are met. This may include a review of the syllabus for course content. It is the student's responsibility to obtain and present the syllabus to the academic advisor at the time the Student Study Plan is initiated. If a syllabus is unavailable, a letter from the faculty teaching the course or the dean/director of the Nursing Program detailing the course content may be substituted. The academic advisor will notify the student whether the transfer credit was accepted, or the study plan must be revised.

Progression Requirements

Continuing Student Status-updated

According to university policy, a continuing student at Governors State University is defined as any degree-seeking student whose continuous enrollment at GovState is not interrupted for more than 5 years (15 consecutive semester). Students whose enrollment is interrupted for three or more consecutive semesters must contact their advisor and complete the [Continuing Student Reactivation Form](#) to be reactivated prior to re-enrollment. If enrollment is interrupted for more than three semesters, the student will be subject to the curriculum in place at the time of reactivation.

Grading Policy

All students shall maintain grades with the established university grading policy ([Policy 26](#)). No grade of incomplete is given in a nursing course except in extreme circumstances. Please refer to the university catalog for the policy governing a grade of incomplete.

All nursing courses must be completed with a grade of “C” or better. A student may repeat only two nursing courses once to earn a grade of “C” or better without being academically dismissed from the

Scholarship Availability

[Scholarship Universe website](#) a number of scholarships are available to students. The scholarships range from one-time awards of set amounts to full tuition. Please contact Financial Aid for further assistance at finaid@govst.edu 708-534-4480.

Tuition Waivers

Tuition waivers may be available during some semesters. The availability, requirements, and deadline for tuition waivers are available in the Department of Nursing, CHHS webpages, and on the Nursing Department Facebook page. Students are encouraged to check the nursing and college webpages frequently for information on the waivers.

Student Responsibilities

It is the responsibility of students to know and observe all policies and procedures related to the undergraduate Nursing Program, as well as those of Governors State University. In no case will a policy be waived or an exception granted because students plead ignorance of, or contend that they were not informed of, the policies or procedures. Questions on policies and their interpretation pertaining to studies at the undergraduate level should be addressed to the academic advisor or appropriate university office.

Academic Honesty

University policy on academic honesty states that students are expected to fulfill academic requirements in an ethical and honest manner. This expectation pertains to the following: Use and acknowledgement of the ideas and work of others, submission of work to fulfill course requirements, sharing of work with other students, and appropriate behavior during examinations. These ethical considerations are not intended to discourage people from studying together or from engaging in group projects. Full text of the policy on [academic honesty](#).

Incomplete Grades

Incomplete grades are given only when the student has experienced an extreme situation which interferes with the timely completion of course work. It is up to the instructor to decide if an incomplete grade can be given. Students must request an incomplete grade in writing no less than two weeks prior to the last day of class. See University Catalog for official policy statement on Incomplete Course Work under Academic Regulations

Timely Submittal Of Work

All student assignments are to be submitted in the appropriate format on the date and time stated by the professor of a given course. If a student has a problem, they are to notify the course instructor prior to the due date. It is the instructor's decision only whether an extension will be granted. Points may be deducted from the late assignment at the instructor's discretion.

Student Issues/Grievances/Complaints

GRIEVANCE POLICY

In the event a student was unable to drop courses by the 100 percent refund deadline due to a university error, the student can file a grievance through the process outlined in the Student Handbook (see [provide link to Handbook here](#)). To file a non-academic grievance, please review the [Student Complaints and Grievances website](#). If the grievance is found to be meritorious, a tuition refund may be granted by the Dean of Students (for a non-academic grievance) or the appropriate College Dean (for an academic grievance) if determined to be an appropriate remedy for the university error.

Department of Nursing Communications

In an effort to remain informed of changes and requirements in the Nursing Program, students are encouraged to attend Virtual Town Hall Meetings on a regular basis for broadcast announcements, share concerns, learn volunteer opportunities, Chair/Director of Nursing, Program Coordinators and Director of Clinical Education provide announcements. Contact Director of Clinical Education at email address tchairse2@govst.edu.

University Services

The University Library provides reference and information services at the circulation and reference desk at 708-534-4111. For more information about library services, check out the current university catalog or visit the [library website: library@govst.edu](#).

The GovState Writing Center

The Writing Center provides students the resources necessary to become confident, effective writers and self-directed learners. We accomplish this task through encounters with students

that focus on organization, content development, argumentation, proper formatting, and citation in their written work. [The Writing Center](#) helps students at every stage of the writing process and encourages them to view writing as a craft they must master through revision, reading, and perspective. Ultimately, our goal is to help students use writing as a skill that can inspire their lifelong learning, career advancement, personal fulfillment, and civic engagement. If you need assistance, please call [708.534.4090](tel:708.534.4090). If you arrive more than 15 minutes late for your scheduled appointment, you may be asked to reschedule.

Wellness Center

Governors State University [Counseling and Wellness Center \(CWC\)](#), in partnership with Advocate Health Care, provides comprehensive medical, mental health, and case management services. The CWC's mission is to help improve GSU students' mental health, academic experiences, and overall well-being through facilitating personal, emotional, and social growth so that they can achieve their goals and aspirations. In order to aid and empower students to address their personal challenges, CWC programs include both individual and group counseling, couples counseling, and mental health crisis services—with a focus on wellness and prevention, services also include consultation, outreach, training, and educational services to students. To this end, the CWC also collaborates with other departments such as academic resources, disability services, career services, and other student service departments.

Sexual Harassment

GovState provides multiple options for reporting information about possible [sexual harassment](#) and other forms of sex discrimination to the Title IX Coordinator. Students, employees, and others with information to report are encouraged to choose the option with which they will feel most comfortable. In an emergency, call 9-1-1 or contact law enforcement before using another channel to make a report to the Title IX Coordinator!

The Health Center at GovState

Governors State University [Counseling and Wellness Center \(CWC\)](#), in partnership [with Advocate Health Care](#), provides comprehensive medical, mental health, and case management services.

Student Services: As part of your Student Health Fees, the following services are available to actively enrolled students:

- Required immunizations for full compliance with the College Student Immunization
- Sexually Transmitted Disease (STD)/Sexually Transmitted Infection (STI) screenings
- Women's Health Screenings
- Basic Physicals and Sports Physicals
- Minor Illnesses: Coughs, Colds, Nausea, Earaches, Sinus Infections, Fevers, Urinary Tract Infections
- Diagnostic Testing: Strep, Influenza (Flu)
- Minor Injuries: Abrasions, Sprains, Splinters, Steri-Strip Removal, Minor Burns
- Skin Conditions: Rashes, Bites
- Consultation/Education: High Blood Pressure, High Cholesterol, etc.

Services beyond what are listed are not covered in the student health fee.

The Health Center at GovState

Location: A-1120

Phone: 708-235-2114

Hours: Monday - Thursday from 9 a.m. - 4 p.m. & Friday from 9 a.m. - 1 p.m.

Center for Student Engagement and Leadership

The [Center for Student Engagement and Leadership](#) is where involvement and learning intersect. The Center for Student Engagement and Leadership encourages students to connect with their peers, attend social activities and fulfill their civic duty, all while serving as members of the GovState community. Our aim is to promote a sense of belonging and connectedness through campus programming, leadership development, intercultural education and service learning to enhance the collegiate experience for all GovState students.

Division of Student Affairs & Enrollment Management

The [Division of Student Affairs & Enrollment Management](#) provides comprehensive support for students from admission application to graduation. We actively engage students at every level of their academic journey to support their personal and professional development for success inside and outside the classroom. Our commitment to student excellence is expressed through partnerships and collaborations with stakeholders including faculty, staff, community members, and Governors State University alumni.

Our extensive relationships stem from one goal: to ensure each GovState program and initiative aligns with the university's vision, so every student enjoys a dynamic and rewarding college experience.

Liaison of Student Support and Resources

The Liaison for Student Support and Resources is dedicated to promoting student success in nursing programs by providing academic support, guidance, and resource referrals. The Liaison of Student and Resources offer student support meetings for students via Collaborate Ultra, assist students in developing effective time management, prioritization, study, test-taking, critical thinking, and clinical judgment skills. Students are referred to the Liaison of Student and Resources after first seeking assistance from the course instructor of record. The liaison works collaboratively with students to identify barriers to academic success, explore opportunities for improvement, and develop individualized support plans with measurable goals and strategies. The liaison monitors student progress follows up on agreed-upon action plans and communicates with referring faculty of course instructor of record regarding student outcome.

Additional responsibilities include collaborating with the Department of Nursing Chairperson/DON, program coordinators, and Director of Clinical Education to develop and implement student support initiatives; maintaining records of student support activities; preparing monthly reports; and submitting documentation for departmental records. The primary purpose of this role is to provide targeted support that enhances student achievement, retention, progression, and successful completion of nursing didactic and clinical courses.

Office of the Dean of Students

Navigating all of the moving parts that make up a whole university can be overwhelming – even intimidating – for students. [The Office of the Dean of Students](#) advocates for and with students to provide access across a wide spectrum of areas. We work closely with university services and community agencies to clear a pathway to success in areas such as university policies and procedures, academic performance, and personal crises. Visit the Office of the Dean of Students to learn what resources are available to you. Regardless of your need, we help students succeed! Connect with the Dean of Students Office by emailing deanofstudents@govst.edu, calling [708.235.7595](tel:708.235.7595), or visiting C-1310

The Dean of Student have various resources available for you see below:

The care program: [The CARE Program](#) (Formerly known as the Student Concerns Program) is designed to help ensure timely outreach to students who are believed to be in distress or acting in a manner of concern and connect them to resources best suited to address the conveyed concern. Since members of the campus community play a key role in identifying students who are in distress, the CARE Program depends on referrals that identify students who might benefit from proactive outreach and assistance.

Any member of the campus community is encouraged to report behaviors or concerns of any GovState student by using the online reporting form to identify students and describe their area(s) of concern. Student concerns can include, but are not limited to academic, physical, or emotional concerns such as:

- a public outburst
- sporadic attendance at classes
- disruptive classroom behavior
- distressed writing in assignments
- changes in behavior, appearance or personal habits

GSU4U

GSU4U is an initiative to strengthen support for student success. GSU4U connects students facing personal difficulties, such as food and housing insecurity, to campus and community resources. We are dedicated to assisting all students, no matter how serious or small the situation may seem. Contact Angela Johnson, GSU4U Program Coordinator, A Building 2124, Call 708-534-4083 or email ajohnson-armstrong@govst.edu.

Student Clubs and Organizations

At Governors State University, recognized student clubs and organizations are an integral part of the campus experience, fostering engagement, leadership and community involvement. With more than 40 student clubs and organizations, students have a wide range of opportunities to connect with peers, pursue personal interests and contribute to campus life.

Benefits of Joining a Student Club or Organization:

- **Establish valuable connections** with students who share similar academic, professional and personal interests
- **Strengthen or develop leadership and career-readiness skills** through collaborative projects, event planning and organizational involvement
- **Support meaningful initiatives** through community service, advocacy and campus engagement opportunities
- **Enhance your college experience by participating in** social events, competitions and university traditions

Involvement in a student club or organization provides students with opportunities for personal growth, professional development and a more rewarding university experience. With more than 40 student clubs and organizations at GovState, students have numerous opportunities to connect with peers, expand their interests and enrich their university experience.

Jaguars interested in campus activities should visit the [Jaguar Connection](#) portal or reach out to **Tatyana Esper, Coordinator of Student Clubs & Organizations** at **708-235-6347** or tesper@govst.edu as well as view the [Club/Org Handbook](#) for commonly asked questions and guidelines.

Nursing Honor Society

The Nursing Department **Lambda Lambda Chapter** is a local branch of **Sigma** (also known as Sigma Theta Tau International / STTI), the prestigious global honor society for nurses. Located at Governors State University in University Park, Illinois, the chapter is highly active within the Chicago south suburban nursing community.

Chapter Overview

- **Institution:** Governors State University (GSU), College of Health and Human Services.
- **Mission:** Developing nurse leaders, promoting nursing excellence, and advancing scholarship and clinical inquiry.
- **Activities:** The chapter regularly hosts member inductions, nursing pinning ceremonies, and community volunteer drives (such as health fairs and mobile health units).

How to Join Lambda Lambda Chapter

Membership in STTI is by invitation only, extended to students who demonstrate exceptional academic achievement, and to nurse leaders in the community: Contact Dr. Shirely Comer at email address: SComer@govst.edu

- **Undergraduate Students (BSN):** Must complete half of the nursing curriculum, rank in the highest 35% of their graduating class, and maintain a high GPA (typically ≥ 3.0).
- **Graduate Students (MSN/DNP):** Must achieve academic excellence and demonstrate leadership in nursing.
- **Nurse Leaders:** Registered Nurses with a minimum of a bachelor's degree who demonstrate marked achievements in nursing practice, education, or research.

To connect directly with the chapter leadership, check out the official [Lambda Lambda Chapter Website](#). For general information about membership benefits or to find other chapters globally, explore the [Sigma Nursing](#) portal.

If you are interested in joining, let me know Contact Dr. Shirely Comer at email address: SComer@govst.edu

- Your **current degree program** (BSN, MSN, DNP)
- Your **school name**

Whether you are a **student** or an **established nurse leader we want you to Join us.**

SECTION IV

Policies

Core Performance Standards

As a practice discipline, nursing requires cognitive, sensory, affective, and psychomotor performance. Students must meet both academic and performance requirements to remain in the nursing program. Academic requirements can be found in this handbook, the university catalog, and the university student handbook. In accordance with the practice of nursing, a student must additionally, with or without reasonable accommodations, satisfy these performance standards. The examples noted demonstrate some necessary activities but are not all-inclusive.

1. Critical/Analytical Thinking – Critical thinking ability sufficient for clinical judgment. Examples – Identify cause-effect relationships in clinical situations, develop nursing care plans, prioritize tasks, process information, and problem solve.
2. Interpersonal Skills – Interpersonal abilities sufficient to interact professionally with individuals, families, and groups from a variety of social, psychological, cultural, and intellectual backgrounds. Examples – Establish rapport with clients and colleagues.
3. Communication Skills – Communication abilities sufficient for interaction with others in both verbal and written English. Examples – Explain treatment procedures, initiate health teaching, document and interpret nursing actions and client responses.
4. Mobility, Physical Strength, and Endurance – Physical abilities sufficient to move from room to room and maneuver in small spaces. Physical stamina to perform client care activities for entire length of work role. Physical strength to perform full range of client care activities. Examples – move about in patient rooms, workspaces and treatment areas, administer CPR, and stand for periods of time.
5. Motor Skills – Gross and fine motor abilities sufficient to provide safe and effective nursing care. Examples – calibrate and use equipment, position clients, and reach above shoulders.
6. Hearing – Auditory ability sufficient for observation and assessment necessary in nursing care. Examples – Auscultatory sounds, faint body sounds (B/P), cries for help, and able to hear without seeing lips (masked).
7. Smell – Olfactory ability sufficient to detect environmental and client odors. Examples – detect odors from clients, smoke, gases, or noxious smells.
8. Visual – Visual ability sufficient for observation and assessment necessary in nursing care. Examples – observe client responses, see markings on IV bottles, and distinguish color.
9. Tactile – Tactile ability sufficient for physical assessment. Examples – perform palpation, functions of physical examination and/or those related to therapeutic intervention (insertion of a catheter, administration of medication).
10. Emotional Stability – Emotional stability sufficient to assume responsibility and accountability for actions. Examples – provide client with emotional support, adapt to changing environment (stress), deal with unexpected (crisis), and monitor own emotions.

11. **Reading and Arithmetic** – Reading ability sufficient to comprehend the written word adequately for appropriate nursing practice. Arithmetic ability sufficient to do computations. Examples – read and understand documents, read graphic printouts and digital displays, count rates, compute fractions (medication doses), and use a calculator.

Students who perceive they will have difficulty with any of the above performance standards are encouraged to consult with their advisor and the Office of Disability Services, regarding possible accommodation that may be available to assist the student. Reasonable accommodation can be made for an individual, providing they do not compromise the essential functions required by the nursing program or necessitate a modification of an academic standard.

Access Services for Students with Disabilities

The role of Access Services for Students with Disabilities (ASSD) is to assist in providing an accessible environment and equality of educational opportunities for students with documented disabilities. The goal is to focus on a student's ability, not the disability.

The ASSD office operates under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Legally mandated access and accommodations are available to all qualified students who self-identify with ASSD. Students must provide documentation by a qualified professional (including but not limited to an IEP/504 plan) that can verify the functional impact of the disability as well as recommendations for appropriate accommodation. The information provided by students is voluntary and confidential. To arrange for appropriate accommodations, students need to contact the ASSD office at email address: assd@govst.edu

List of possible accommodation for students with disabilities;

- Extended Time on Tests
- Reduced Distraction Testing area/room
- Recording of Lecture
- American Sign Language Interpreters
- Captioning
- Textbooks in Alternative format
- Reader for Test Taking
- Scribe for Test Taking
- Accessible seating arrangements

Students, who have a disability or special needs and require accommodation to have equal access to the course, must register with Access Services for Students with Disabilities (ASSD). Please call phone: 708-235-3968 or click on website <https://www.govst.edu/access-services-students-disabilities> for additional information.

Emergency or Medical Leave

A student may request an [emergency or medical leave](#) when extraordinary circumstances, such as a serious illness, injury, hospitalization, or military deployment, prevent the student from continuing classes. Additionally, a student may request emergency leave due to a sudden or consistent lack of transportation or due to a significant cost of living increase. The severity or duration of the problem must be such that it would not be reasonable to expect the student to be able to make up the missed

work. Medical leave includes both physical and mental health concerns. Please review Options for Students with Medical Issues below.

Emergency & Medical Leave Requests will be considered only after the student has first withdrawn from all classes if the request is made before the withdrawal deadline (generally 10 weeks into the semester). Emergency & Medical Leave Requests will also be considered after the withdrawal deadline but before two weeks prior to the end of the semester. If approved, a hold will be placed on your student account until a re-entry request has been approved (see below). It is not possible to receive emergency leave while remaining enrolled in classes. A student who wishes to withdraw from one or more individual courses may withdraw themselves on the myGSU portal or submit a late withdrawal request to the [Office of the Registrar](#) if or if it is past the withdrawal deadline.

FAMILY MEDICAL ISSUES OR DEATH IN THE FAMILY

A student may also request emergency or medical leave when the health issues or death of a legal dependent prevent the student from continuing their classes. While the University recognizes that a family member's medical issues or death is traumatic, requests will only be considered when the family member is the student's legal dependent, unless documented extenuating circumstances exist. Students may be asked to provide documentation of legal dependency.

SUPPORTING DOCUMENTATION

Requests for an emergency or medical leave must be supported by official documentation that confirms the severity and/or duration of the emergency or medical issue occurred during the semester/term in which the leave is requested. Ongoing chronic conditions can be considered for a medical leave, but the documentation must demonstrate a significant acute occurrence during the semester/term in which the leave is requested. Please review the guidelines for the required supporting documentation under the “Submit an Emergency / Medical Leave Request” tab below.

DEADLINE TO SUBMIT A REQUEST

Students must submit a completed application for an Emergency & Medical Leave no later than two weeks before the last day of the semester in which the leave is requested. Incomplete or late requests will not be reviewed. Please see the [Academic Calendar](#) for deadlines. All communication will be sent to your GSU student e-mail account.

RE-ENTRY REQUEST

Prior to your hold being lifted, you need to complete the following tasks AT LEAST ONE WEEK prior to the first day of classes for the semester you are requesting to return. Requests to return will NOT be considered after the deadline.

- File

Please complete the Emergency/Medical Leave Re-entry Form

Write a personal statement that describes the steps taken to ensure that the cause for your emergency/medical leave has been addressed and your personal readiness for returning to school;

1. Give written permission for the Office of the Dean of Students, Counseling & Wellness Center, and the student's college to share relevant information regarding your request;
2. Recent documentation from a treating, licensed healthcare provider (preferably, the healthcare provider who provided the original documentation for your leave), that includes, at a minimum:
 - General description of the treatment provided
 - Clinical status
 - A statement of opinion as to the student's readiness to resume academic study and university life

After receipt of all required documentation, Office of the Dean of Students, in consultation with the Counseling & Wellness Center, will make a final decision and communicate with the student regarding that decision, next steps, and the appeals process, if relevant. A meeting (virtual or in-person) may be required prior to approval.

UNIVERSITY REFUND POLICY

Upon registration, students acknowledge that they are responsible for dropping or withdrawing from classes themselves on the myGSU portal. Students who need to drop or withdraw from one or all of their courses may do so online within published deadlines found on the student's schedule or in Search for Sections on myGSU. Students who drop courses on or before the published 100 percent refund deadline are entitled to a full refund of tuition and fees. Tuition and fee refunds are not provided for course withdrawals with the exception of an approved Emergency / Medical Leave or university error as determined through the non-academic student grievance process. Students who are unable to drop or withdraw through the myGSU portal due to a hold on their student account should contact the Registrar at regoffice@govst.edu.

For more information, [visit the Registrars page for Withdrawal information](#). Please note, credit hour minimums apply to financial aid rules, international student visa requirements, and NAIA (Athletics) regulations. Students receiving financial aid who withdraw may owe a balance depending upon the last date of attendance.

Student Requirements

In order to be enrolled in the nursing program, students must fulfill the requirements of the university, the nursing program and the agencies used for DNP Residency within the nursing program. Appendix A is a timetable for submitting documentation of nursing program requirements.

All students must have current requirements on file in order to register for any course in the nursing program. Documentation of requirements should be submitted in a packet to the nursing office. Students should submit only copies and keep originals in a file for their own reference. Students may be asked to submit copies for faculty and preceptors while in a clinical course. Students are required to keep CPR-BLS Certification, Tuberculosis Skin Testing, Personal Professional Liability Insurance, Health Insurance and RN License coverage active. Students **MUST** submit a photocopy of renewed coverage on the anniversary of the date that coverage expires, showing inclusive dates. Failure to have all requirements on file may impact the student's ability to continue in the program. Students are responsible for all costs related to these requirements.

Immunizations/Health Form Policy

An integral part of nursing education is practice in clinical areas. Visits to clinical sites may increase exposure to communicable disease, therefore up-to-date immunization is required to protect both students and clients. Prior to the onset of any nursing program course work, students must complete all clinical immunization and health requirements with concomitant paperwork on file in the nursing office. A Student Health form along with all other required forms are available in the file unit outside the Department of Nursing. Students may not be allowed to continue in the program without satisfying clinical health requirements. Students are also to provide documentation of yearly follow-up on TB requirements.

The following information must be provided:

Immunity to Rubeola, Rubella, Mumps, and Varicella

Immunity may be demonstrated by:

Measles (Rubeola)	Positive antibody titer (copy of lab report) or evidence of vaccine.
Rubella	Positive antibody titer (copy of lab report) or evidence of vaccine.
Varicella (Chicken Pox)	Positive antibody titer (copy of lab report) or evidence of vaccine.
Mumps	Positive antibody titer (copy of lab report) or evidence of vaccine.
Tetanus	Record of administration within last 10 years

Hepatitis B Vaccination

There must be a complete series of three injections over a six-month period. Dates of each injection and identification of the agency or health care professional administering the vaccination must be noted. Documentation of a positive antibody titer (copy of lab report) will also be accepted. If the student declines to receive the HBV vaccine, a Statement of Refusal of Hepatitis B Vaccine form must be signed.

Tuberculosis Screening

A Non-Reactive Two-Step Tuberculin Skin Test must be dated and contain identifying information on the agency administering the test. This test requires that the student receive two separate Mantoux skin tests. The first test must be read within 72 hours and, if negative, the second test is done from 1-3 weeks later and also must be read within 72 hours. Newly positive skin test reactors must submit documentation of a positive skin test and results of a chest film done within the past year, which shows no evidence of disease. Chronic positive TB skin test reactors must provide medical verification of no evidence of disease. Students that have latent Tuberculosis may not attend clinical until provider treatment plan has been completed. Student must present documentation from provider students who have no evidence of disease. There is additional Tuberculosis screening in CastleBranch that will be acceptable.

Annual Follow-up

Following an initial negative 2-step tuberculin skin test, a single tuberculin skin test (PPD) must be obtained, and documentation must be provided in order to remain enrolled. After a positive skin test, a chest x-ray is not required after an initial chest x-ray if no symptoms are present. A yearly symptom assessment from a private health care provider must be provided that indicates that a student has been assessed for symptoms of tuberculosis and that a chest x-ray is not currently warranted.

Insurance Coverage

Student Health Insurance Coverage

The Department of Nursing supports health promotion and as such, believes that all students must have personal access to health care. All students enrolled in the nursing program must carry health insurance, either through employment, spouse, or personal purchase throughout enrollment in the nursing program. Evidence of current health insurance (copy of insurance card), must be presented to the Department of Nursing Office prior to the beginning of each fall semester and upon request for less than full year contracts. Failure to have health insurance on file in the Department of Nursing Office may impact the student's ability to continue in the program

Personal Professional Liability Insurance

All nursing students must acquire and maintain personal professional liability insurance in the amount of at least **\$1,000,000 annual/ 6 million per aggregate**. Coverage obtained through a place of employment will not satisfy this requirement. Evidence of personal professional liability insurance (copy of policy) showing **dates of coverage** must be presented to the Department of Nursing Office upon admission and at renewal and kept current. Failure to have personal professional liability insurance on file in the Department of Nursing Office may impact a student's ability to continue in the program.

Universal Precautions Training

To eliminate or minimize occupational exposure to all blood borne pathogens, all nursing students are required to follow universal precautions by Federal Law: Occupational Safety and Health Administration (OSHA) Part 1910:1030. All students enrolled in the nursing program are required to complete an educational program on blood borne pathogens and universal precautions yearly. Documentation on completion of this requirement must be on file in the nursing office, on **admission and annually**.

A computer-assisted instruction program titled *Standard Precautions* is available to meet this requirement. The student must complete a fifteen-question test at the end of the instruction program. At the end of the quiz, if the student has achieved an acceptable score, the test score is printed and taken to the nursing office to update the requirements file. The form must be given to the Department of Nursing Academic Advisor, and the student must then sign the acknowledgement provided. Passing score on this quiz is 100%. Universal Precautions tests will not be accepted if left in mailboxes, on desks, or in door slots. The completed test and signed acknowledgement are stored in the student file. Failure to complete this requirement may impact on the student's ability to continue in the program.

Communicable Disease Policy

The Department of Nursing seeks to minimize the risk of occupational exposure to communicable diseases, including COVID-19, Hepatitis (HBV) and the human immunodeficiency virus (HIV), for its students, faculty, and patients/clients. The Department of Nursing provides the following information regarding the possibility of occupational exposure to communicable diseases, including COVID-19, HBV and HIV, to students enrolled in the program.

The Department of Nursing will not request an individual's communicable disease status during the admissions process. If a student informs the program that he/she is HIV, HBV and /or Covid 19 positive, reasonable academic adjustments will be made if needed. A student who knows that he/she is positive for a communicable disease or believes he/she is a "high risk" for transmission is ethically responsible to consider the risk of disease transmission to the patient/client during invasive procedures.

Upon admission, the student will be required to sign a form acknowledging that he/she has been informed of, and understands, the risk of exposure to communicable diseases in the clinical setting. Any student who refuses to sign the acknowledgement form may be terminated from the nursing program. All students are expected to care for any patient/client regardless of HBV and/or HIV status. A student who refuses to care for a patient/client who is known to be HIV positive and/or HBV positive may be terminated from the nursing program.

Students who have a diagnosed immunosuppressed condition, open wounds, or who are pregnant, will be exempted from caring for patients who are known to be HIV positive and/or HBV positive. Some vaccinations are contraindicated or have decreased effectiveness in immunosuppressed conditions.

Student Exposure To Blood-Borne Pathogens

While needlestick is the most obvious incident, any specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials is considered an exposure incident and should be reported. When an exposure incident occurs, students must follow specific Occupational Safety and Health Administration (OSHA) standards. In the clinical setting, all students will practice Universal Precautions in accordance with the current Centers for Disease Control and Prevention (CDC) guidelines and will adhere to the policies of the clinical site as well. If a student is exposed to blood or other body fluids of a patient/client, an incident report for both the clinical site and Governors State University Department of Nursing must be completed.

The student must immediately notify the faculty supervising the clinical experience and the clinical site. Faculty members shall notify the chair of the Department of Nursing and follow-up with the Infection Control nurse at the clinical site, in any incidents involving a student.

The policies of the institution where the exposure occurred and/or the CDC Guidelines and OSHA Standards shall be consulted and followed. The student is strongly encouraged to immediately obtain COVID-19, HIV and HBV testing to establish zero-negativity. Testing should be repeated per routine. The nursing program or the institution will suggest follow-up counseling referrals for students exposed to blood or body fluids of a patient/client.

Residency Policies

Agency Drug Testing

Some clinical agencies used by the Department of Nursing have policies regarding drug testing which allow these agencies to request drug testing of employees, volunteers, and students. In addition, the Department of Nursing fully supports the Governors State University Student Code of Conduct, which “prohibits the use, possession, and distribution of, or being under the influence of drugs or alcohol, except as permitted by law.” [[GSU Student Handbook](#)]

In an effort to protect patients/clients and other students, the nursing program will request drug testing to meet agency requirements. These drug screens will be at the student’s own expense. If a student has a positive drug test, there will be an immediate referral to the Dean of Student Services. The student will be unable to continue within the nursing program (clinical or course work) and criminal charges may be filed, as described in the [Student Handbook](#). If a student refuses to participate in required agency drug screening, the student may be dismissed from the nursing program. Forms to obtain drug screening are available in the Department of Nursing Office.

Agency Background Checks

All students are required to have criminal background checks prior to the start of their clinical practicum. Criminal background checks are done by a professional company. Information may be obtained from practicum faculty. Students are required to pay the charge for the background check.

Influenza Immunizations/COVID Vaccine

Some clinical sites may also require proof of influenza immunization and COVID vaccine. Clinical sites have the right to refuse student clinical rotation.

Transportation

The nursing program seeks to provide optimal clinical practicum experiences. In providing clinical practicum/residency experiences, it may be necessary to acquire residency sites that are outside of the GSU immediate geographic area. Every attempt will be made to ensure fairness in distribution of travel time and distance for all students. Each student is responsible for providing reliable, personal transportation to and from clinical practicum experiences.

Student Attire

Student attire will be governed by the residency setting. Faculty will inform students of any special requirements concerning attire, security badges, etc. In some situations, students will wear a full-length white laboratory coat, bearing the GSU nursing patch on the left shoulder sleeve. The laboratory coat is worn over appropriate street clothes. No blue jeans, sweatpants, sweatshirts, scrub suits, sneakers, leggings, jogging shoes, or boots are allowed. Business Casual.

Nursing Patch

The Governors State University nursing patch is purchased by the student at the university bookstore. The patch is to be securely sewn to left shoulder sleeve of a full-length laboratory coat worn for clinical practicum.

Residency Site Safety Issues

The students may be required to visit clients or institutions in a variety of areas, and it is the responsibility of the students to review issues of street safety. All nursing students are required to follow the procedures and guidelines listed below when making community visits:

- Clinical hours are generally listed as 8:30 a.m. – 6:00 p.m.; however, some agencies may open later or may require clinical activities that extend into the early evening. Be aware of this need for flexibility in your clinical schedule and adjust as needed.
- Never take a client/patient anywhere in your personal car.
- Do not visit the client/patient on personal time.
- Attend residency site during daylight hours whenever possible.
- Let your instructor or another person know where you are going and when you will return.
- Be sure you know where you are going before setting out; obtain a detailed map of the area and plan the route.
- Let the residency preceptor know when to expect your attendance, if appropriate.
- Put your purse in your trunk before leaving for your site and keep it locked in the trunk during your visit, take only keys and a small change purse.
- Do not wear expensive clothes or jewelry.
- Park near your destination and be aware of your surroundings.
- If the situation appears unsafe, do not make the visit. Leave immediately and call the instructor.
- Additional issues and/or guidelines may be provided by the instructor.

Residency Faculty

GSU Faculty Member/Professor

The GSU nursing faculty carries responsibility for overall leadership, coordination, and supervision, and evaluation of the designated practicum. The primary functions of the professor along with the Director of Clinical Education are as follows:

- Select or assist the student to select the sites for doctoral student residency.
- Select or assist the student to select the adjunct clinical/residency faculty who will cooperate with the university.
- Interpret the residency experience to the health care agency and/or the prospective preceptor/ clinical faculty.
- Coordinate and communicate schedules, deadlines, and other information in fulfilling the residency goals.
- Supervise and evaluate the doctoral student's development, progress, and overall performance.
- Arrange for periodic conferences with the graduate student and the residency faculty (if applicable), as needed.
- Prepare evaluation criteria and provide the criteria to the students in writing.

- Provide feedback after observation of the student's performance of an assignment.
- Serve as liaison during the residency experience that involve clinical faculty.
- Assist students to obtain affiliation agreements between agency and GSU.
- Obtain copy of adjunct faculty CV and nursing license.

In addition to university faculty, two categories of clinical agency personnel may be involved in student clinical learning experiences. These roles are preceptor/residency supervisor and clinical resource person. Following are the requirements, roles, and responsibilities ascribed to these positions.

Preceptor/Residency Supervisor

Requirements:

- Registered Nurse – depending upon program/degree of the student, the preceptor/residency supervisor must have a Clinical Nursing Master's Degree, a Family Nurse Practitioner Master's Degree, a DNP, Ph.D., or related doctorate
- DNP students consult with the faculty for requirements for the residency supervisor
- Excellence in specialty area chosen by student

Roles/Responsibilities:

- Meet with the DNP student prior to the beginning of the practicum.
- Discuss the doctoral student's residency objectives for the practicum.
- Plan the activities needed to meet the clinical objectives with the student.
- Orient the nursing staff to the doctoral student's purpose and objectives for the residency experience.
- Provide the student with the opportunities to design his/her own teaching strategies and evaluation tools.
- Review appropriate materials with the student.
- Assist the student in developing and using self-evaluation techniques.
- Participate in three-way evaluative conference(s) attended by student, professor, and the residency faculty regarding the student's progress.
- Notify course professor immediately of any concerns.

Clinical Resource Persons

Requirements:

- Registered Nurse, preferably with a B.S. or M.S. in nursing
- Competency in specialty area or leadership role at clinical site.

Roles/Responsibilities:

- Meet with the student prior to the beginning of the residency
- Discuss the student's objectives for the residency experience.
- Orient the nursing staff to the student's purpose and objectives for the experience.

- Participate in conferences with the student and the course professor as needed regarding student progress.
- Facilitate contacts with other appropriate resource people.

Termination of Graduate Student Assignment

In a student residency, each student must comply in a professional manner with the policies, procedures, and standards of the health care facility or institution. Failure to do so may result in the termination of the student's assignment and an inability to complete the course.

The nursing program is not obligated to make alternative assignments in the event a student placement is terminated. A student who disagrees with the final decision may refer to the university grievance committee procedure found in the Governors State University Community Standards Student Handbook.

Student Reflective Statement

At the end of each course the student is expected to write a concise, but thorough, reflective self-evaluation that relates the student's learning in the course to the expected outcomes. The self-reflection should begin with an honest self-assessment and include those strategies, skill building activities, and other processes the student used to enhance his/her own learning in the class. This is graded on a "Pass-Fail" basis. A "Pass" is required to complete the course successfully.

Admission To Candidacy

Application for candidacy should be made with the approval of the academic advisor at the completion of all core nursing courses.

DNP Capstone Proposal And Project Policies

Capstone Proposal/Project Policies

An expected outcome of the DNP program is a capstone project which is the culmination of a proposal developed specifically for the project.

Proposal

A requirement of the DNP synthesis process is a doctoral level proposal for the development, implementation, and /or dissemination in the final capstone course DNP 9961. It is understood that students may progress at a different pace toward their capstone proposal. Therefore, progress will be evaluated in terms of Pass (P) or no credit (NC) and students will continue to enroll in DNP 9601 (Capstone Proposal Development 1) and/or DNP 9602 (Capstone Proposal Development 2) until the proposal is completed and accepted by the academic committee composed of three members of the DNP faculty.

DNP Proposal Committee

The student will work with the DNP Program Coordinator and the assigned DNP mentor to choose the required three members of the DNP faculty for guidance in the proposal development and the capstone project implementation. One of those committee members will assume the responsibility of chairperson of the committee. The chairperson should be someone who has expertise in the specialty area of the topic that the student has chosen. The committee chairperson and members and the GSU Institutional Review Board (IRB) must approve the project proposal prior to the project implementation. If there is a requirement for an external IRB review, approval must be obtained from that board also.

Doctor of Nursing Practice Project

Although the nature of the projects will vary, depending upon student interest and focus, the expected outcome is the implementation of the doctoral level proposal generated in the DNP Capstone Proposal Development courses. It is understood that students may progress at a different pace toward this goal. Therefore, progress will be evaluated in terms of Pass/No Credit and students will continue to enroll in DNP 9999 (Directed Scholarship). Students will receive a grade of No Credit until the project is complete than the grade of "Pass" will be issued.

Committee Makeup:

1. The committee chair and members should be identified by the student (with faculty input) during DNP 9600.
2. The committee members will include two faculty, of which one will be the chairperson, the third person can either be a faculty member or an outside member. This is an option, however outside members should have expertise in the proposed topic area. Outside members should not be the student's direct supervisor. The outside member must hold a terminal degree (i.e. Ph.D., Ed.D, or DNP).

Topic Selection for Capstone Proposal/Project:

1. Objectives and a review of literature are required along with a timeline for completion of proposed project.
2. Project may include nursing administrative projects, clinical research, and educational interventions, grant proposals, etc.

Capstone Project Format/Documentation

1. The policies and procedures for the graduate capstone experiences are contained in the GSU document: "Guidelines for Preparing and Submitting Documentation of Graduate Capstone Experiences"
2. DNP students will follow the "Department of Nursing DNP Capstone Project Guidelines" document for writing the DNP capstone proposal and project.

Proposal Review/Defense:

1. The DNP Proposal/Project Committee will review and approve the proposed topic. The student may then begin writing under the supervision of the DNP Committee. Once the proposal is defended successfully and the GSU IRB has approved the project, the project may be implemented.

Meetings with the Project Chairperson

The student will meet regularly with the proposal/project chairperson and two other proposal/ project committee members to determine strategies for implementing the project. The Project Committee will evaluate whether or not the project has been successfully implemented.

Project Defense

The student will defend their project to the peers and nursing professionals within a time frame agreed upon between the student, the project chairperson and the committee.

Log of Project Progress

The student will regularly document activities (in writing) that are done for project implementation

Dissemination Activities

The student will present evidence of:

- Work toward publication/scholarly paper
- Submission (query letters, submitted abstracts, etc.)

GRADING SCALE

Pass=Acceptable
progress
NC=No
Credit

Student Conduct Policy (Policy 4)

Approved By:

President Cheryl Green

Issued:

07/24/1980

Revised: 7/24/1980; 07/08/83; 06/30/99; 09/03/04; 03/11/2010; 4/10/2014;
5/21/2015; 12/4/2019; 8/30/2021; 04/10/2024

Last Reviewed: 04/10/2024

Related Policies:

[Anti-Discrimination, Harassment, and Retaliation Policy](#), [Anti-Sex Discrimination \(Title IX\) Policy - Interim](#), [Academic Honesty](#), [Fair Use of Copyrighted Works for Education and Research](#), [Access to Student Education and Treatment Records](#)

Policy Owner / Contact Person:

[Dean of Students](#)

Additional References:

The Dean of Students shall develop and publish procedures consistent with this policy in the Student Handbook.

Policy Categories:

Academic Policies

1. Purpose

Governors State University is dedicated to the academic pursuits of instruction, scholarship, and public service. The university prioritizes excellence in education and providing a safe and supportive environment to aid students in their pursuit of knowledge. Therefore, the university has approved the Student Code of Conduct to support the educational mission of the institution.

The Student Code of Conduct establishes expectations for student conduct and prohibits behavior that adversely affects the university community. The Student Code of Conduct outlines the student conduct system for academic and non-academic misconduct, including actions that may be taken to educate students about behavioral expectations

and to protect community standards of behavior. Violations of university policies, rules, regulations or federal, state, or local law may result in a violation of the Student Code of Conduct and imposition of sanctions. The Student Code of Conduct assures that student rights to due process are respected.

2. Definitions

1. University Premises are buildings or grounds owned, leased, operated, controlled, or supervised by the university.
2. University-Sponsored Activities are all university-sponsored educational programs and services; extracurricular programs, events, or functions (including religious, service, leadership, social, recreational, and athletic) administered or coordinated through the university or one of its schools, departments or approved organizations; as to each whether occurring on or off university premises.
3. University Community includes all persons associated with the university as students, employees, agents, trustees, volunteers, contractors (including employees or agents of contractors), or members of the public lawfully in attendance at a university activity or present on university premises.
4. Student is a person currently enrolled in a university course, program, or activity, including without limitation, all persons taking courses at the university, both full-time and part-time, pursuing undergraduate or graduate studies in any university school/college or program. For individuals who become subject to the conduct process while enrolled, their status shall continue until all proceedings have concluded. If an active or continuing student is not registered for classes at the time of the incident, a hold may be placed on the student's account to prevent course registration until the case is resolved.
5. Respondent / Responding Student is the individual who may have violated the university's Student Code of Conduct.
6. Complainant / Reporter is the individual who has reported or brought forth the alleged violation(s).
7. Student Organization is a group of persons who have complied with university requirements for recognition as established by Center for Student Engagement and Intercultural Programs.

3. Policy

1. Jurisdiction

The Student Code of Conduct is applicable to academic and non-academic misconduct both on- and off-campus, including university premises and university-sponsored activities, and through the use of any electronic media. Online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of misconduct if evidence of policy violations is posted online. All students and registered student organizations are expected to follow all relevant

policies and procedures listed within the university policy directory and their respective program of study.

2. Non-Academic Misconduct

Prohibited acts include, but are not limited to:

1. Alcohol: Use, possession, manufacture, sale, or distribution of alcoholic beverages, except as expressly permitted by law and university regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under 21 years of age. Public intoxication is also prohibited.
2. Assault: Intentionally or recklessly causing physical harm, acts of violence, or other conduct that threatens or endangers the welfare of another individual.
3. Contempt of the Conduct Process: Interference or failure to comply with the university student conduct process, including failure to comply with disciplinary sanctions or falsification, failure to provide, destruction, or concealment of information.
4. Controlled Substances (Drugs): Use, possession, manufacture, sale, or distribution of illegal drugs or drug paraphernalia, including marijuana, heroin, narcotics, and other controlled substances, in accordance with state and federal law. Recreational and medical marijuana, while legal in Illinois, is not legal under federal law and is prohibited. Marijuana in any form, including but not limited to tinctures, edibles, and topicals is prohibited. Misuse of prescription and over-the-counter medication or other substance being used in a manner other than its intended purpose is also prohibited.
5. Damage and Destruction: Intentional, reckless and/or unauthorized damage to or destruction of university property or the personal property of another person.
6. Discrimination: Any act, or failure to act, that is based upon an individual or group's actual or perceived race, color, national origin, sex, sexual orientation, gender, gender identity, marital status, pregnancy, religion, age, disability, citizenship, veteran status, or other protected characteristic that is sufficiently severe that it limits or denies the ability to participate in or benefit from the university's educational program or activities.
7. Disruptive Behavior: Substantially interfering with the living, learning, or working environment of another individual or university operations including obstruction of teaching, research, administration, other university activities, and/or other authorized non-university activities which occur on campus.

8. Disorderly Conduct: Causing, inciting, or participating in any demonstration, riot, or activity that presents a clear and present danger to self or others, causes physical harm to others, or results in damage or destruction of property, except as expressly permitted by the Demonstration and Public Protest policy.
9. Election Tampering: Tampering with an election conducted by any university-recognized organization.
10. Endangerment: Acting in a way that interferes with the operation of any vital safety-providing service or equipment. Prohibited acts include, but are not limited to, failure to comply with law enforcement, emergency medical, or fire services; tampering with fire extinguishers, alarms, or safety equipment; or failure to evacuate during an emergency.
11. Failure to Comply: Failure to comply with reasonable directions of university officials or law enforcement official acting in performance of their duties.
12. Falsification: Dishonest acts or providing false or misleading information to any university official. Examples may include, but are not limited to, intentionally or knowingly entering false fire alarms, bomb threats, or other emergencies.
13. Gambling: Unauthorized gambling or wagering for money or property.
14. Harassment: Any unwelcome conduct based on an individual or group's actual or perceived race, color, national origin, sex, sexual orientation, gender, gender identity, marital status, pregnancy, religion, age, disability, citizenship, veteran status, or other protected characteristic, in accordance with the Harassment and Discrimination policy (52).
15. Hazing: Reckless or intentional acts that endanger the mental or physical health or safety of another person, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or a condition for continued membership, in a group or organization.
16. Public Exposure: Deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.
17. Retaliation: Any intentional, adverse action taken against an individual for making a complaint, cooperating with an investigation, or participating in a conduct or grievance procedure. Retaliation includes, but is not limited to, intimidation, coercion, harassment, making of threats, and any other adverse educational or employment action.
18. Sexual Misconduct: Any unwelcome conduct of a sexual nature that is committed without consent, by force, or using intimidation, coercion, or manipulation. This includes, but is not limited to sexual harassment, sexual assault, intimate partner violence, and stalking, in accordance with the Title IX and the Sexual Misconduct policy (78).
19. Smoking: Smoking, use of tobacco products, or carrying any kind of lighted smoking materials on campus property.

20. Theft: Attempted or actual theft of university property or the personal property of another person.
 21. Threatening Behavior: Written or verbal threats or implied threats (intimidation) that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
 22. Unauthorized Entry: Misuse of access privileges to university premises or unauthorized entry to or use of university facilities, including trespassing, propping or unauthorized use of alarmed doors.
 23. Unauthorized Recording: Any actual or attempted unauthorized use of electronic or other devices to make an audio, video, or photographic recording of any person without their prior knowledge or without their consent is prohibited. This includes, but is not limited to, recording when the person or persons being recorded have a reasonable expectation of privacy (i.e. restroom, locker room, residential room); when such recording is likely to cause injury or distress; or when a recording is shared without the consent of those that were recorded.
 24. Unauthorized Use: Unauthorized possession, use, duplication, or other abuse of university trademark, materials, equipment, or documents, including, but not limited to keys, identification cards, computer technology, and other property.
 25. Violation of Other University Policy: Violation of other published university policies or rules, including all University Housing policies.
 26. Violation of the Law: Violation of any applicable federal, state, or local law.
 27. Weapons: Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous substances on university premises or the use of any item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.
3. Academic Misconduct

Instances of academic misconduct are delineated in Academic Honesty (24) and Fair Use of Copyrighted Works for Education and Research (62) policies. The Dean of Students will maintain records and process alleged student violation(s) of these policies as delineated in Academic Honesty (Policy 24) and Student Conduct (Policy 4).

4. Reporting Misconduct

Any member of the university community who possesses information about alleged misconduct and is acting in good faith may submit a written report to the Office of the Dean of Students. Reports should be submitted as soon as possible following an incident to ensure timely response.

5. Responding to Misconduct

The Office of the Dean of Students shall review reports of alleged misconduct and determine the appropriate course of action based on the nature of violations and student case history. Cases involving alleged violations of this policy may be resolved through an administrative or committee hearing.

1. Administrative Hearing: Administrative hearing officers are university officials authorized by the Office of the Dean of Students to investigate and resolve incidents of alleged misconduct.
2. Committee Hearing: A standing committee of six faculty members appointed by the Faculty Senate, six staff members appointed by the Dean of Students, and six students appointed by the Student Senate who are trained by the Office of the Dean of Students to hear cases of serious or repeat violations or alleged misconduct. Faculty and staff members shall serve two-year, staggered, renewable terms and must be in good standing with the university. Student members shall serve one-year, renewable terms and must be in good standing with the university. The goal is to have each hearing consist of representatives from all three groups and representative of the involved parties; however, only four members representing two of the three groups shall be present in order for a hearing to convene.
3. Title IX Referral: Allegations of Sexual Misconduct that meet the definition of “Sexual Harassment” under Policy 78 shall be referred to the Title IX Coordinator for investigation and resolution pursuant to Policy 78. If a violation of Title IX is found to have occurred, Sanctions outlined below may be imposed on the Respondent.

6. Sanctions

One or more of the following sanctions may be imposed when a student is found to be in violation of the Student Code of Conduct:

1. **Warning:** A written warning or official notice that previous conduct was unacceptable and that future misconduct may result in more severe disciplinary action.
2. **Probation:** A specific period of time during which a student must conduct Policy 4 Policy 4 p. 6 themselves in a manner consistent with university policy. Violation of university policy by a student while on disciplinary probation, as well as any sufficiently severe violation, may result in more severe disciplinary action, including separation from the university. Students on a probationary status may not be eligible for participation in student activities, intercollegiate athletics, awards, prizes, or scholarships, when conduct acceptable to the university is a condition of such participation.
3. **University Suspension:** Temporary separation of the student from the university for a specific period of time, after which the student is eligible to return. Conditions for return may be specified. Suspension excludes the student from registration, class attendance, extracurricular activities, and use of university facilities during the specified period of time.
4. **University Dismissal:** Permanent separation of the student from the university. Dismissal excludes the student from registration, class attendance, and use of university facilities with no promise (implied or otherwise) that the student may return at a future time. Use of university facilities is prohibited without authorization from the **Office of the Dean of Students**.
5. **Educational Activities:** Educational activities include programs and assignments designed to increase awareness and education about the impact of misconduct on self and community. This may include, but is not limited to, modules, assigned papers, mediation, community service, workshops, or meetings with appropriate university personnel.
6. **Loss of Privilege:** The withdrawal of a university privilege including but not limited to use of services, participation in a program, event, or activity for a specified period of time, or removal from an appointed position of authority.
7. **Loss of Recognized Student Organization/Club Status:** The withdrawal of all privileges identified within the student club/organization protocols for a specified period of time.
8. **Restitution:** Requires payment for damages to, or misappropriation of, university property, or the property of visitors to, or members of, the university community. Such restitution may be charged to any student

who alone, or through group conducted activities, organizes or knowingly participates in the events causing the damages or costs.

9. Housing Probation: University Housing probation is a specific period of time during which a student must conduct themselves in a manner consistent with university and housing policy. Failure to comply with the terms of probation or future violations while on probation may result in in more severe disciplinary action, including removal from university housing.
10. Housing Suspension: Temporary separation of the student from university housing for a specific period of time, after which the student is eligible to return. Conditions for return may be specified.
11. Housing Expulsion: Permanent separation of the student from university housing.

7. Student Rights

Students shall be afforded certain due process protections and procedural rights, including, but not limited to: notification of the alleged violations, an opportunity to respond to the allegation of misconduct, the right to an unbiased decision maker, the right to have an advisor/support person, and request an appeal. The full list of student rights shall be published in the [Student Handbook](#).

8. Student Records

Student conduct records are maintained in accordance with the Student Records Policy (12), as well as applicable federal and state laws. All case information, including hearing outcomes and any assigned sanctions, is part of a student's educational record and shall not be disclosed except to those who have a legitimate educational need to know, or as permitted or required under FERPA, the Clery Act, or any other legal mandate.

4. Acknowledgement

The university acknowledges and credits the following peer institutions and professional organizations in the re-writing the document: Eastern Illinois University, Southern Illinois University Edwardsville, Northeastern Illinois University, The NCHERM Group, and the Association of Student Conduct Administration.

Withdrawal (Policy 6)

This Policy outlines the various categories and associated grades for student-initiated for-credit course drops and course withdrawals. Additionally, this Policy outlines course withdrawals under emergency or medical conditions, and in circumstances where students have not withdrawn but course instructors and the University deem it appropriate for withdrawal under conditions outlined by Board of Trustees or University policies.

Definitions

1. Course - For the purpose of this Policy, the term “course” refers only to a credit-bearing course. The term “course” does not mean or include any non-credit bearing classes, including non-credit-bearing continuing education classes or trainings.
2. Withdraw - The term “withdraw” means to unenroll from a course in which a student previously was enrolled for/in a given semester.
3. Course Withdrawal - The term “course withdrawal” means when a student withdraws or is withdrawn from a course.
4. Course Drop Deadline – The “course drop deadline” is last date a student may drop a course. This deadline is published in the course registration system for each individual course.

The Policy

Scope

- This Policy applies to all courses, as that term is defined above, in which Governors State University students enroll.

Administrative Course Withdrawal

- The Registrar (or designee) may officially withdraw a student from any or all courses consistent with established Board of Trustees regulations and University policies.
- This includes formal notification by faculty and advisors that a student has missed all their courses before the conclusion of the drop deadline.
- A copy of the notification is also sent to the student.

Administrative Course Drop

- The Registrar may process an Administrative Course Drop for a student who is registered for a course or courses that have been transcribed in

error. An Administrative Course Drop will result in the removal of the courses from the transcript.

- This includes formal notification by faculty and advisors that a student has missed all their courses before the conclusion of the drop deadline.

Student-Initiated Course Withdrawal

- If students simply stop attending a course, students are not withdrawn from that course. It is the student's responsibility to withdraw from their courses. A student may officially withdraw from any scheduled course(s) through the dates specified in the University course schedule. Students should consult with their advisor and review the Course Withdrawal checklist available through both their advisor and the Registrar. As relevant, students should consult with the Office of International Services to consider the implications of course withdrawal that might affect their financial aid and/or VISA status and consult with the Financial Aid office, the Athletic Director, and other offices to determine the implications of course withdrawal.
- Student-Initiated Course Withdrawal Categories:

Course Drop

Students who find it necessary to withdraw from a course may do so online via the GSU portal on or before the published drop deadline in the University course schedule with no penalty, tuition charges, or record on their transcript.

Course Withdrawal

Students who find it necessary to withdraw from a course after the published drop deadline may do so online via the GSU portal by the published withdrawal deadline in the University course schedule. A grade of "W" will appear on the transcript, and all associated tuition and fees will apply.

Course Late Withdrawal

Students who find it necessary to drop a course after the withdrawal deadline may petition for a late course withdrawal through the Registrar's Office. A late withdrawal requires completed form and instructor approval. Approved late course withdrawals will have a grade of "WP" or "WF" assigned, which will appear on the student's transcript; tuition and fees apply.

- Course Withdrawal Grade Options
 1. W: Withdrawal. Authorized withdrawal. This grade is recorded for student-initiated withdrawals within established University deadlines.
 2. WP: Withdrawal Passing. When a student is granted a late withdrawal and receives a passing grade in the course, a WP is recorded.
 3. WF: Withdrawal Failing. When a student is granted a late withdrawal and receives a failing grade in the course, a WF is recorded.
 4. W grades (W, WF, WP) are not included in the student GPA calculations.

Emergency and Medical Withdrawal

- A student may request and be considered for an emergency or medical leave by the Dean of Students (or designee) when extraordinary circumstances, such as serious illness, injury, hospitalization, or pregnancy or related condition, prevent the student from continuing classes.
- The severity and duration of the circumstances must be such that it would not be reasonable to expect the student to be able to make up the missed work
- The Emergency and Medical Leave process covers both physical and mental health issues as well as military deployment and voluntary leaves by students for pregnancy or related conditions under Title IX.

Course Refunds

- Students who withdraw from a course on or before the Course Drop Deadline are entitled to a full refund of tuition and fees.
- A course withdrawal after the Course Drop Deadline does not qualify for a refund.
- Refunds of tuition and fees after the Course Drop Deadline may be issued in the case of an approved Emergency or Medical Withdrawal, the student's death, or a remedy award granted from a successful grievance (see Policy 5: Academic Grievance Policy and Procedures).

University Withdrawal

- A student may request University Withdrawal in writing to the Registrar before their classification as a continuing student ends (see Policy 32: Continuing Student Status).
- When a student requests University Withdrawal, the Registrar will determine the status of tuition charges and transcript records for each course in accordance with this Policy.

GOVERNORS STATE UNIVERSITY
NURSING PROGRAM POLICY MANUAL
Clinical or Residency Site Placement

1. Site selection
2. Mandatory documents

PURPOSE

Student timely submittal of clinical or residency site selection and Mandatory **documents 90 days before the start of Clinical or Residency.**

POLICY

Student required to timely submit clinical or residency site selection and mandatory documents 90 days before the start of Clinical or Residency rotation. Failure to have requirements on file may impact the student's ability to continue in the program. Students are responsible for all costs related to these requirements.

PROCEDURE

Clinical Practicum Placement

Students submit a clinical site request to the university Nursing Academic Advisor and Director of Clinical Education every semester. After the Academic Nursing Advisor approved clinical site request form, the Director of Clinical Education initiates clinical placement. The FNP, CNS, NEIL and DNP students must have an approved practicum site and preceptor by the third week of the semester for all FNP, CNS, NEIL, and DNP practicum courses. (We cannot require that students to withdraw from the course.) It is recommended that students withdraw from the course if they do not have an approved preceptor or practicum site by the third week.

The student is to initiate a schedule in Typhon. The clinical request will be approved or denied by the Director of Clinical Education. Students are to monitor schedule requests often to monitor for changes or addition items requested for placement at the site. Student Failure to complete or monitor schedule requests or provide additional documents will result in delayed placement or loss of the clinical site. Review student clinical handbook (***link for student handbook***) for *Students requirements for clinical placement.*

Date Approved 5.6.2021
Revised 2026

GOVERNORS STATE UNIVERSITY
NURSING PROGRAM POLICY MANUAL
Clinical or Residency Refusal of Clinical site

1. Student Refusal of clinical site
2. Site placement

PURPOSE

In the event a student is not able to obtain a clinical or residency site the Director of Clinical Education will locate a clinical site that has an affiliation agreement with the school. If the student refuse the preceptor or practicum site established by the Director of Clinical Education. The student will need to locate another preceptor or practicum site by the third week of the semester. If the student fails to obtain a preceptor or practicum site, the student is required to withdraw from the clinical course until the next clinical course offering.

POLICY

Student required to timely submit clinical or residency site selection and mandatory documents 90 days before the start of Clinical or Residency rotation. Failure to have requirements on file may impact the student's ability to continue in the program. In the event a student is not able to obtain a clinical or residency site the Director of Clinical Education will locate a clinical site that has an affiliation agreement with the school. If the student refuse the preceptor or practicum site established by the Director of Clinical Education. The student will need to locate another preceptor or practicum site by the third week of the semester. If the student fails to obtain a preceptor or practicum site, the student is required to withdraw from the clinical course until the next clinical course offering. The Students are responsible for all costs related to these requirements. The FNP, CNS, NEIL, and DNP students must have an approved practicum site and preceptor by the third week of the semester. If the student fails to obtain a preceptor the student is required to withdraw from the clinical course until the next course offering.

PROCEDURE

Student will notify the Director of Clinical Education when they are not able to locate a clinical site or preceptor. The Director of Clinical Education will send the student a list of approved clinical sites and preceptors that may accept the student.

1. The student is responsible for contacting the site(s) for a potential placement.
2. The student is responsible to research the site and preceptor before making contact to ensure preceptor and site will be a match.
3. If the student fails to obtain a preceptor or site, the student will notify the Director of Clinical Education they are not able to locate a clinical site or preceptor.
4. The Director of Clinical Education will locate a clinical site that has an affiliation agreement with the school. If the student refuse the preceptor or practicum site established by the Director of Clinical Education. The student will need to locate another preceptor or practicum site by the third week of the semester.
5. If the student fails to obtain a preceptor or practicum site, the student is required to withdraw from the clinical course until the next clinical course offering.
6. The student must notify the Clinical Instructor, Academic Advisor to have their Study Plan adjusted, and the Director of Clinical Education.
7. The Students will be responsible for all costs related to these requirements.

If the student refuses, the clinical site list the Director of Clinical Education provide the student. The student will be responsible for all costs related to the clinical rotation and requirements. Review student clinical handbook ([*link for student handbook*](#)) for *Students requirements for clinical placement*.

Date Approved 5.6.2021

SECTION V

Appendices

**TIMETABLE FOR SUBMITTING
DOCUMENTATION REQUIRED FOR THE NURSING PROGRAMS**

DOCUMENTATION REQUIRED	BEFORE TAKING ANY NURSING CLASS	UPON ADMISSION TO THE PROGRAM	YEARLY	OTHER
RN LICENSE Upload in CastleBranch	X			AT RENEWAL
BACKGROUND CHECK Upload in CastleBranch				PRIOR TO CLINICAL
FINGERPRINTING Upload in CastleBranch				PRIOR TO CLINICAL
DRUG TESTING Upload in CastleBranch				PRIOR TO CLINICAL
CPR-BLS CERTIFICATION Upload in CastleBranch		X	X	AT RENEWAL
PERSONAL PROFESSIONAL LIABILITY I Upload in CastleBranch NSURANCE*	X		X	AT RENEWAL
UNIVERSAL PRECAUTIONS EDUCATION Upload in CastleBranch		X	X	
HEALTH INSURANCE COVERAGE Upload in CastleBranch		X		WHEN EXPIRES OR CARRIER CHANGES
TB CLEARANCE Upload in CastleBranch		X	X	
HEPATITIS B IMMUNIZATION OR REFUSAL Upload in CastleBranch		X		
RUBELLA IMMUNITY Upload in CastleBranch		X		
RUBEOLA (MEASLES) IMMUNITY Upload in CastleBranch		X		
MUMPS IMMUNITY Upload in CastleBranch		X		
VARICELLA (CHICKEN POX) IMMUNITY Upload in CastleBranch		X		
TETANUS Upload in CastleBranch Upload in CastleBranch		X		BOOSTER EVERY 10 YEARS

CLINICAL LOG SUMMARY SHEET

CLINICAL LOG SUMMARY SHEET			
STUDENT NAME _____			
AGENCY _____			
DATE	# HOURS DAILY	SUMMARY OF CLINICAL WORK	TOTAL HOURS TO DATE
			59

Department of Nursing DNP Project Guidelines

Final Project Evaluation

During the final semester, students will evaluate the process and outcomes of their project and write a scholarly paper that reflects the culmination of all aspects of their project. Each student must also deliver an oral presentation in defense of their project. As with the proposal, this process requires close collaboration and frequent communication with committee members.

Format for Written Project Scholarly Paper

The final paper should be written in APA format and in accordance with the format described under the guidelines for the written proposal. All final papers should be of sufficient length to fully reflect the essential components of the project. *(Most papers are a minimum of 40 pages in length)* The final paper should include all the following elements:

- Abstract
- Introduction
- Problem statement
- Needs assessment
- Background of the problem
- Literature review and evaluation of the evidence (evidence tables)
- Purpose of Project
- Conceptual Framework
- Measurable goals and objectives with clear rationale
- Methodology

Project design

Sample/target population/audience

Setting (site description and rationale for choice of setting)
Statistical methods.

Tools/measures: with reliability and validity statistics if appropriate

- Resources (financial and human) with budget proposal
- Data Collection procedure
- Data analysis
 - Results
- Formative evaluation
- Summative evaluation
- Discussion of Findings/Outcomes
- Limitations
- Implications for Practice
- Conclusion
- References
- Appendices

Note: The order in which this content is presented, and the details of what information should be included in each section is determined by the Committee Chair and committee.

Final Project Defense

Every student must successfully complete the Final Project Defense to be eligible for graduation. The student will prepare a formal power-point presentation that provides a description of the project. The presentation will take place on the GSU campus and will be open to the public. Arrangements for satellite site participation can be arranged. All committee members are expected to be in attendance

Final Defense Procedures

Introduction to the Capstone Proposal and DNP 9961 Capstone Project Implementation. Each Defense will be facilitated by a member of the Graduate Nursing Faculty or a member of the DNP faculty. It is the responsibility of the DNP Project Committee Chair to arrange for facilitators for all presentations. The facilitator will introduce the candidate and provide an overview of the expected course of events. The candidate will then make a thirty minute presentation of their project, usually without interruption. Following the presentation, the facilitator will open the floor to questions from the Project Committee Chair and members. After the candidate has addressed the questions from the committee, the facilitator will open the floor to questions from the general audience. After the time limit has expired or at which time all questions have been addressed, the facilitator will announce that the candidate will now meet privately with his/her committee. During this private meeting, the committee may ask the candidate additional questions, after which time the facilitator will ask the candidate to leave the room for committee deliberation.

During this time, the committee members will determine the outcome of the Final Defense and provide a written evaluation and recommendation to the student at the end of the defense. All members of the committee will sign Final Defense Evaluation Form. A copy must be submitted to the DNP Program Coordinator who will forward it to the Department Chair of Nursing. If a student fails to pass the Final Defense, a plan for remediation will be developed by the Committee, the DNP Project Chair, and the student. This plan will be submitted to the Department Chair for approval within two weeks of the date of the meeting. The repeat Final Defense must be successfully completed at least 2 weeks prior to semester end for the student to be able to qualify to apply for graduation.

Expected Timetable for Written and Final Oral Evaluation

- The student must submit date and time requests to DNP Project Chair for Final Presentation (See Protocol for Scheduling Final Evaluation) no later than 4 weeks after the first day of the final Semester. All committee members must agree and be available on the evaluation date.
- The student is expected to submit the first draft of the full manuscript to the Project Committee Chair at least four weeks before the scheduled Final Defense.
- The student should submit a revised draft of the paper and slide presentation to Project Committee Members following Committee Chair's approval at least 2 weeks before scheduled Final Defense.
- The Project Committee Chair may request the student to schedule and hold at least one mock presentation with the Committee Chair and/or full committee 1 – 2 weeks before the scheduled Defense.

- The final copy of the proposal paper and slide presentation should be submitted to the Project Committee Chair and all members 1 week before scheduled Final Defense.

As with the Proposal Defense, adherence to this timetable is dependent on timely review of drafts by the Project Committee Chair and committee members as well as timely resubmission of the revised document from the student. Expectations for these tasks should be specifically delineated in the contract the student develops with his/her committee.

Scheduling Final Presentation

Each student should meet with his/her Committee Chair and Committee members within the first month of the beginning of the student's final semester (DNP9961). At this meeting, the group should determine a timetable for the semester and a projected date when the student can be expected to be ready to present their findings. In order to qualify for graduation, the student must successfully meet the requirements for the written and oral Project Evaluation no later than three weeks before expected date of graduation.

During summer and fall semesters, students must schedule their presentations three weeks before the day after the last day of the semester. Each student should meet with his/her Committee Chair and Committee members within the first month of the beginning of the student's final semester (DNP 9961). At this meeting, the group should determine a timetable for the semester and a projected date when the student can be expected to be ready to present their findings. In order to qualify for graduation, the student must successfully meet the requirements for the written and oral Project Evaluation no later than three weeks before expected date of graduation.

Because all members of the committee must be present for the student's Final Defense, it is the student's responsibility to coordinate with the committee to determine possible dates and times for scheduling the oral presentation. Because of limited availability of classroom space, each student should identify three different time periods with their first, second and third choice indicated. The student must send a list of these dates to the Committee members and receive e-mail confirmation of availability from each member.

The student will then forward the requested dates and times WITH the e-mail confirmations attached to the DNP Project Chair. Due to issues with intercampus coordination and competition for classroom space, this request must be in the Coordinator's Office no later than four weeks into the semester in which the student plans to present.

The final presentation/defense dates are scheduled on a first-come, first serve basis. More details regarding deadlines, availability and requesting alternative site inclusion will be covered in the course content in DNP 9961Capstone/Scholarly Project Implementation. Once the request and e-mail verification are submitted to the DNP Project Chair, a date and time will be selected based on availability, and a request will be submitted to classroom services for room reservation. If none of the three time slots chosen are available, the student will be notified and will need to identify alternatives.

Students will be notified when the request has been submitted as well as when the reservation has been verified.

Termination of Graduate Student Assignment

In a student practicum, each student must comply in a professional manner with the policies, procedures, and standards of behavior, hygiene, and dress of the health care facility or institution. Failure to do so may result in the termination of the student's assignment and an inability to complete the course.

The nursing program is not obligated to make alternative assignments in the event a student placement is terminated. A student who disagrees with the final decision may refer to the university grievance committee procedure found in the Student Handbook.

Student Reflective Statement

At the end of each course the student is expected to write a concise, but thorough, reflective self- evaluation that relates the student's learning in the course to the expected outcomes. The self-reflection should begin with an honest self-assessment and include those strategies, skill building activities, and other processes the student used to enhance his/her own learning in the class. This is graded on a "Pass- Fail" basis. A "Pass" is required to complete the course successfully.

Admission To Candidacy

Application for candidacy should be made with the approval of the academic advisor at the completion of all core nursing courses.

**GOVERNORS STATE UNIVERSITY
GRADUATE AND DOCTORAL NURSING PROGRAM
CLINICAL PRACTICUM CHECKLIST**

Student Name: _____

Clinical Course #: _____

Preceptor Name: _____

Contact Telephone: _____

Practicum Site: _____

Preceptor Title: _____

	DOCUMENT DESCRIPTION	Renewal Date	YES	NO	EXP DATE	COMMENTS
1.	Annual Health Physical	Annually				CastleBranch
2.	Resume self	As needed				CastleBranch
3.	Resume Preceptor-Typhon	Per Clinical				Typhon External area
4.	Active unrestricted RN License IL or IN or Both	Per State guideline				CastleBranch
5.	CPR / BLS Provider Card	Upon Expiration				CastleBranch
6.	Annual FNP student liability insurance (2/6 mi), Other Concentrations (1/6mi)	Annually				CastleBranch
7.	Annual 10 Panel urine drug screen CastleBranch only	Annually				CastleBranch
8.	Annual Criminal Background Check CastleBranch only	Annually				CastleBranch
9.	Annual Flu Vaccine or declination	Annually				CastleBranch
10.	Tdap	Every 10 years				CastleBranch
11.	Annual TB screen/ Chest X-ray	Annually				CastleBranch
12.	Mumps, Measles, Rubella titer report	Titer				CastleBranch
13.	Hepatitis B Immunization	Titer				CastleBranch
14.	Varicella titer report	Titer				CastleBranch
15.	Facility Orientation(s)	Annually				CastleBranch
16.	Annual Blood Bourne Pathogen Training	Annually				CastleBranch
17.	Covid Vaccine status	Annually				CastleBranch
18.	GSU Covid Acknowledgement form	One Time submission				CastleBranch
19.	Facility Orientation Checklist	Annually or every new site				CastleBranch

NOTE:

1. The above documents must be presented in a **portfolio** to the clinical instructor prior to attending clinical (preferably on the first day of class).
2. The clinical practicum **portfolio** must also be presented to your clinical instructor before giving it to your clinical preceptor on the first day of clinical: objectives, nursing license, resume, proof of malpractice insurance, course syllabus, clinical evaluations, and course instructor contact information.
3. The documents must also be scanned into CastleBranch in the appropriate designated sections.
4. You **may not attend** your practicum until you have received a Clinical Clearance Letter from Director of Clinical Education of Nursing. Any clinical performed before a Clinical Clearance Letter is issued will not be counted towards your clinical practicum.
Failure to complete the checklist in a timely manner will delay the start of your practicum.
5. The student is responsible for keeping all their required documents up-to-date in CastleBranch
6. Required clinical documents are subject to change and may include practicum site specific required documentation as well.

Required clinical documents are subject to change and may include practicum site specific required documentation as well.

5/2017 RB/ Updated 9/03/2022, 2024, 2026 TC

CastleBranch Codes:

CastleBranch Codes:			Appendix G
Package Code	Includes	Price	Additional Information
GO01 Use this code if this is your first time purchasing from CastleBranch	Combined Package: Criminal Background & drug test Statewide Criminal IL Nationwide Sexual Offender Index Drug Test Nationwide Patriot Act Residency History	\$92.00	If any country appears outside of The state of Illinois within the past 7 years from the Residency History search, that county will cost \$13.00 per additional county search.
GO01dt	Drug Test Only	\$48.00	
GO01re	Only, Statewide Criminal IL Nationwide Sexual Offender Index Residency History	\$57.00	This package is for students who are doing their re-checks ONLY . There will be no additional charges.
GO01im Must Purchase this first	*****Medical Document Manager	\$55.00	A one-time fee of 55.00 to monitor Clinical Mandatory documents.

***Prices may vary per company

Types of Liability Insurance Coverage for Nursing Students

Student is responsible for cost of Malpractice Insurance

The student is responsible for the cost of Malpractice Insurance.

- **Individual Student Malpractice Insurance**
 - Covers students during clinical rotations or practicums.
 - Provides protection for legal defense costs and settlements/judgments.
- **Occurrence vs. Claims-Made Policies**
 - Occurrence: Covers incidents that happened during the policy period, even if the claim is made later.
 - Claims-Made: Only covers claims made while the policy is active; may require “tail” coverage if you leave the policy.
- **Policy Limit Options**
 - GSU require:
FNP Students - \$2 million per incident / \$6 million aggregate
DNP, NEIL & CNS Students - \$1million per incident / \$6 million aggregate

NSO (Nursing Service Organization)

- Some policies offer lower or higher limits, sure to match school requirements.
- Website: www.nso.com
- One of the most trusted and widely used providers by nurses and students.
- Offers policies tailored for RN, LPN/LVN, NP, and student nurses.

M&F Group

- Website: www.cmfgroup.com
- Offers student nurse practitioner and RN student malpractice insurance.
- Also used widely in APRN and specialty roles

Proliability (Administered by Mercer)

- Website: www.proliability.com
- Offers policies for student nurses, RNs, NPs, and other healthcare professionals.

Berxi (A Berkshire Hathaway Company)

- Website: www.berxi.com
- Known for competitive pricing and simple online quote process.
- Offers direct-to-consumer policies.

HPSO (Healthcare Providers Service Organization)

- Website: www.hpsso.com
- Similar to NSO and tailored for healthcare professionals including nursing students.



Instructions: Complete this form to request a clinical site or preceptor for clinical or practicum or residency courses, every semester. Upload in Typhon external area. Along with preceptor. The student is to complete the form.

Clinical Application Form for MSN and DNP Students

Student Name _____ ID# _____ Date _____

Select Concentration: FNP _____ CNS _____ NEIL _____ DNP _____

List the Course For which you are requesting Authorization: _____

Which term are you requesting Authorization (Place an "X" by correct term):

Fall 2026 _____ Spring 2027 _____ Summer 2027 _____

Expected Year and Term of Graduation: _____

SITE Information:

Name of Clinical Site: _____

Address of Clinical Site (include City & State, & zip code): _____

Phone Number at clinical site: _____

Contact Person at Clinical Site: _____

Contact Person email address: _____

Contact Person Phone number: _____

Preceptor Information:

Preceptor Name and credentials: _____

Preceptor Email Address: _____

Preceptor Phone Number: _____