



Department of Nursing

Student Nursing Handbook

**Master of Nursing & Post
Graduate FNP Certificate**

2025 TO 2027



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INTRODUCTION

Congratulations! You have taken the first step toward earning your graduate degree or post-graduate FNP certificate in nursing. Learning is life-long process, and we are pleased that you have chosen the nursing program at Governors State University (GovState) as the place to continue your education. GovState has been a leader in quality affordable nursing education for over 4 years. GovState graduates are found in a variety of health care settings and are 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 [Student Handbook](#). It is available from the Admissions or Student Development Offices, or online at <https://www.govst.edu/student-handbook-and-policies>

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.

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GOVERNORS STATE UNIVERSITY

History

Governors State University (GovState) was chartered by the General Assembly of the State of Illinois in 1969. It is designed to serve undergraduate students, transfer students and those seeking masters and doctoral degrees.

The university's main 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, the College of Education, and the College of Health and Human Services.

Role and Mission

Governors State University's primary mission is teaching. 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 programs, which generally emphasize professional preparation.

GovState will create an intellectually stimulating public square, serve as an economic catalyst for the region, and lead as a model of academic excellence, innovation, diversity and responsible citizenship.

Governors State University (GovState) is committed to offering an exceptional and accessible education that prepares students with the knowledge, skills and confidence to succeed in a global society.

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](#) , [Leadership and Governance](#) and [The Student Handbook](#) for further information.

SECTION I

Introduction to the Department of Nursing

THE DEPARTMENT OF NURSING

The mission statement, philosophy, conceptual framework, and goals of the Nursing Program provide the framework for the baccalaureate, master's, post-master's certificate, and doctoral curricula.

Mission Statement

To provide an accessible, seamless, 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 first professional degree of baccalaureate, the master's, and the terminal professional practice degree, Doctor of Nursing Practice (DNP). The faculty contributes to the profession, and to meeting educational needs of the university's service region and the State of Illinois 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.

Humans are biological, psychological, social, cultural, and spiritual beings who are open, living systems and 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, human beings are open, living systems using innate and acquired adaptive mechanisms to attain and maintain stability of health and well-being.

Society is characterized by philosophical, cultural, economic, scientific, and political diversity, and 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 humankind: that is for individuals, families, groups, communities, and nations.

Health is a dynamic state of being reflective of the individual family and community level of function, 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 rights 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

Inter-relate in a complex hierarchy of individuals, families, groups, organizations, communities, and societies. The purpose of nursing is the promotion, restoration, and maintenance of the maximum level of health. 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 to assisting people to face death with dignity.

Nursing is an independent and interdependent discipline, interacting with the total health care delivery system. Independence is fostered through the framework of the nursing process. This process consists of assessment, diagnosis, planning, implementation, and evaluation. Competency in the use of this process is dependent upon 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.

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

As a leader resource person, the nurse is 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 improving 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, 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, building on previous experience and learning. Professional education is necessary for the practice of nursing and is committed to the values of collegiality and continued growth toward expert practice.

Adult learners participate in the identification of the educational needs and goals, and the evaluation of progress in meeting their goals. Faculty serves as facilitators in identifying objectives, learning activities, and needed skills for personal and professional growth. The learning process is fostered in an environment which encourages self-direction, scientific research, conceptualization, and decision-making, as well as a free exchange between the teacher and the learner. 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 learners experience a potential and/or actual change in behavior because of the active process of learning.

Graduate Program

Advanced Practice

Graduate education in nursing at Governors State University prepares students for advanced practice nursing as clinical nurse specialists in gerontological adult health and family nurse practitioners. In the role as advanced practice nurse the nurse critically and accurately assesses, plans, determines interventions, and evaluates the health and illness experiences of adults, their families, and communities, within the context of a global society. The graduate program prepares clinicians who are proficient at evaluating research studies, identifying problems within the clinical practice setting, assessing practice outcomes, and applying research as a basis for clinical decision making and the improvement of health care delivery. A strong foundation in health promotion, illness prevention, and maintenance of function with clients is an integral part of graduate education and is expanded throughout the advanced practice nursing core and specialty courses. The graduate of the Governors State University master's nursing program is prepared to assume responsibility and accountability for health promotion and illness prevention, assessment and diagnosis, and the therapeutic management of client problems within the nursing specialty area throughout the lifespan. A minimum of 540 clinical hours is required for CNS concentration.

Handbook Statement –

FNP Clinical Practicum Requirements

Fall 2026, students enrolled or starting clinical Nurs 8221 in the Family Nurse Practitioner (FNP) concentration are required to complete a minimum of 750 supervised direct patient clinical practicum hours to meet program requirements for the Master of Science in Nursing (MSN) degree and to be eligible for national certification and state licensure as a Family Nurse Practitioner. Clinical practicum hours are distributed across the following courses:

- NURS 8221 – 140 clinical hours = 750 hours
- NURS 8111 – 135 clinical hours = 540 hours
- NURS 8119 – 135 clinical hours = 540 hours
- NURS 8949 – 180 clinical hours = 540 hours

Students who re-enter the FNP concentration must complete the full 750 required clinical hours in accordance with program and accreditation standards in order to qualify for degree conferral, national certification eligibility, and licensure. The National Organization of Nurse Practitioner Faculties (NONPF) provides national guidance regarding educational standards and recommended clinical hour requirements for nurse practitioner programs. In alignment with these national expectations and accreditation standards, the FNP program requires completion of 750 clinical practicum hours to ensure students meet national norms and competencies expected for entry into advanced practice. All clinical experiences must be completed under the supervision of approved and qualified preceptors and in approved clinical settings, in compliance with program, university, and accreditation requirements. Starting in Fall 2026 or Spring 2027.

Nursing Executive-Innovative Leadership

The Nursing Executive – Innovative Leadership (NEIL) track prepares nurse leaders for executive roles across complex health care organizations. Graduates synthesize advanced management knowledge, integrate research-based problem solving, and apply modern leadership strategies to promote state-of-the-art nursing practice. Clinical requirement: A minimum of 540 clinical hours is required. Certification Pathway: Upon meeting practice requirements (e.g., two years or 2,000 hours of leadership experience), graduates are encouraged to pursue

national certification as a Nurse Executive (NE-BC) or Nurse Executive Advanced (NEA-BC). Starting in Spring 2027, NEIL hours of 540 clinical hours will be in effect

Clinical Requirement

CLINICAL REQUIREMENTS AND RESTRICTIONS:

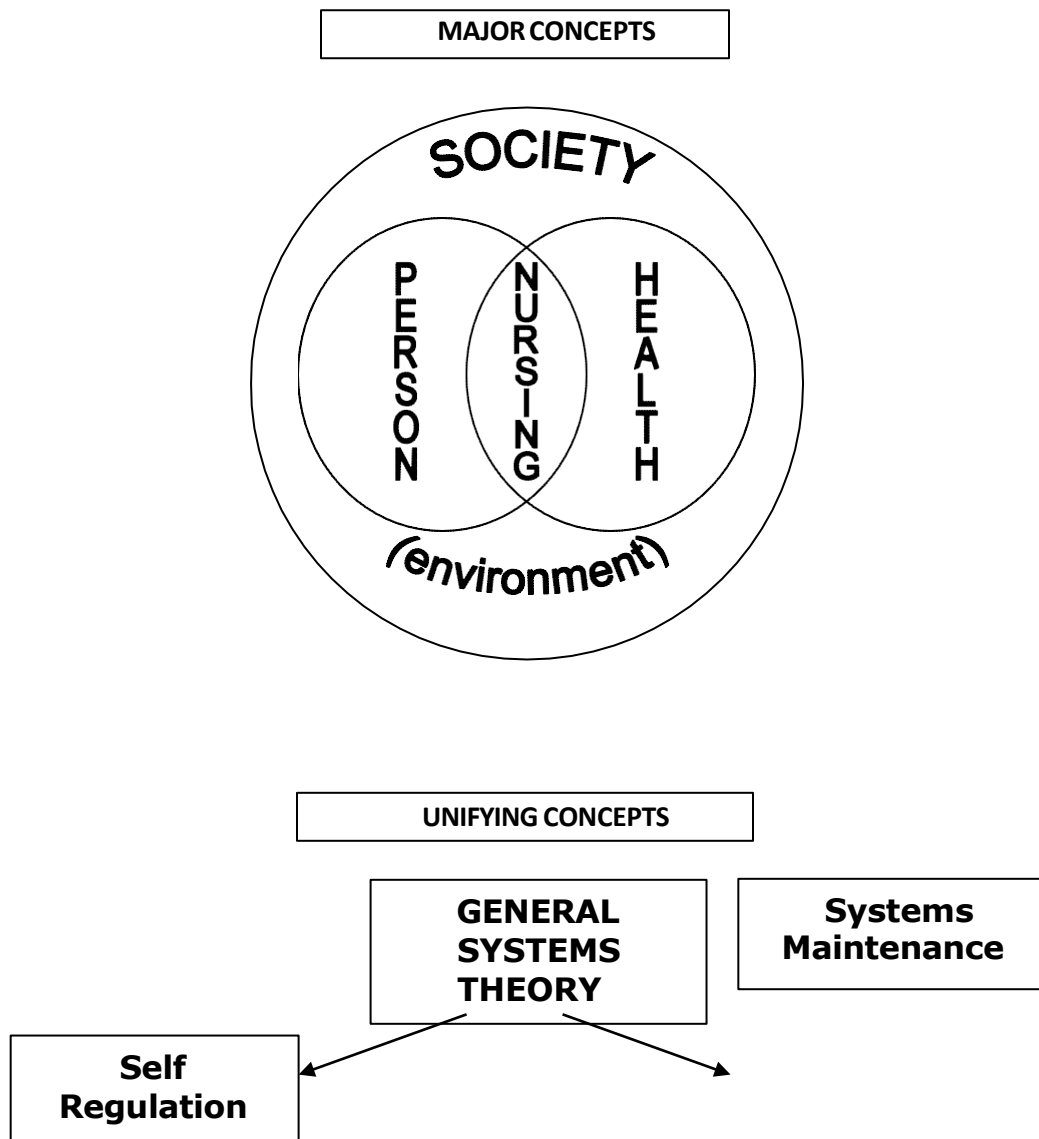
1. Students may not attend their clinical practicum until they have completed the required clinical documents. Each student must have an active unrestricted RN license and personal malpractice student nurse practitioner liability insurance. Before beginning the practicum, the student must also provide evidence of CPR certification, criminal background check, and health status verification, including current immunization records and tuberculosis testing.
2. Clinical or Residency Site Placement. The student is required to submit clinical site selection and mandatory documents 90 days before the start of clinical 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. (See clinical policy)
3. The student is to initiate a schedule in Typhon. The Director of Clinical Education will approve or deny the clinical request. Students are to monitor schedule requests often to monitor for changes or additional 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 the student clinical handbook (see link for student handbook) for student's requirements for clinical placement.
4. The student is responsible for finding/identifying their clinical site and providing all required documentation information to the GSU Nursing Director of Clinical Education. (See GSU practicum policy.) The student must have written clinical clearance from the Nursing Director of Clinical Education and provided this clearance letter to their clinical instructor before starting any clinical rotation. Failure to do so will result in disapproval of the hours and encounters and possible dismissal from the program.
5. Students are responsible for securing their clinical practicum site and preceptor approval before the 3rd week of the semester. If the student does not have practicum and preceptor approval by the 3rd week of the course, it is recommended that the student withdraws from the course after discussion with the practicum instructor. The Director of Clinical Education and the Family Nurse Practitioner Program Coordinator will discuss the student's ability to secure clinical site placement to meet the course's clinical requirements before the end of the semester. The student must negotiate with and obtain departmental and faculty-approved fieldwork agreements with appropriate preceptors. These may include both family nurse practitioners and physicians (DO or MD). FNP students are required to attend primary care practicum site(s).
6. Clinical refusal of clinical site. If a student cannot obtain a clinical site, the Director of Clinical Education will locate a clinical site with an affiliation agreement with the school. If the student refuses 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 must withdraw from the clinical course until the next clinical course offering. (See clinical policy)

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.

CONCEPTUAL FRAMEWORK/MODEL OF THE NURSING PROGRAM



Humans as biological, psychological, social, cultural, and spiritual beings are open, living systems that 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.

Graduate Programs

Clinical Nurse Specialist in Adult/Gerontological Health

General systems theory brings together knowledge from many disciplines which permit inference and the generation of new nursing modalities and intervention with adult/gerontology clients. Systematic examination of theories and concepts provides the basis for advanced nursing knowledge. Utilizing a conceptual scheme drawn from the study of the theories and concepts, the nurse derives the basis for description, explanation, and prediction for nursing practice.

Advanced clinical preparation in acute and chronic care nursing focuses on the support of adult/gerontology clients with a variety of health problems and wellness goals. The goal of nursing is to attain the optimum level of functioning for individuals/families/communities through health promotion, restoration, and maintenance, utilizing management and decision-making processes. The Clinical Nurse Specialist achieves this goal as nurses engage in research and scholarly pursuits that generate a scientific base for administering regimens, ensuring quality, and standard of care practices. Nurses collaborate with others in matters of health policy and decision-making through dynamic, political, and organizational processes. Through the functional role of clinical specialist, the nurse influences nursing practice, improves delivery of health care, and contributes to the development of beneficial health policy using leadership, creativity, and collaboration.

Family Nurse Practitioner OR Post Master's FNP Certificate

The Family Nurse Practitioner utilizes general systems theory as well as the Shuler Nurse Practitioner Model, as a basis for role, knowledge, and skills needed to provide acute, episodic and chronic care to select clients throughout the lifespan. Critical thinking and reasoning are used to collect data through assessment, differential diagnoses and to plan and execute primary, and specialty care.

Nurse Executive-Innovative Leadership

General systems theory brings together knowledge from many disciplines which permit inference and the generation of new nursing modalities management of nursing services. Systematic examination of theories and concepts drawn for nursing management and healthcare management disciplines provides the basis for advanced nursing leadership. Utilizing a conceptual scheme drawn from the study of theories and concepts, the nurse derives the basis for description, explanation, and prediction for nursing leadership.

The advanced practice preparation in the Nursing Executive-Innovative Leadership focuses on management of patient care services within complex health care organizations. The goal of Nursing Executive-Innovative Leadership is to provide a professional environment and structure in which the goal of nursing is to attain the optimum level of functioning for individuals/families/communities through health promotion, restoration, and maintenance, utilizing management and decision-making processes. The goal is achieved as nurse leaders foster the engagement in research and scholarly pursuits that generate a scientific base for administering regimens, ensuring quality, and evidenced-based practices. Nurse leaders collaborate with health care leaders, regulatory agencies, professional organizations and government in matters of health care policy and decision-making through dynamic, political and organizational processes. Through the functional role of nurse administrator, the nurse directs and influences nursing practice; improves the delivery of health care; and contributes to the development of beneficial health policy using leadership, creativity and collaboration. The Nurse Executive focus

provides skills that are essential for the effective nursing leader, such as decision-making, strategic planning, risk management, finance, and human resources.

MSN Program Student Learning Outcomes

By the time the students in the Master of Science in Nursing complete their degree they will be able to:

1. Integrate information from humanities and other disciplines as a basis for advanced nursing practice
2. Demonstrate leadership abilities in all areas of nursing practice
3. Create a culture of quality and improvement in health care delivery
4. Compare nursing literature in translating research into practice
5. Evaluate clinical and decision support information systems in the nursing service organization
6. Develop familiarity in the legislative and policy processes
7. Collaborate effectively across disciplines within a healthcare organization
8. Display professional leadership skills exhibiting ethical, moral, and legal behavior
9. Plan health promotion and illness prevention activities for patient care

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 Nursing Advisor

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

Advisees Responsibility

- 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 the advisor about any issues related to your progression in the program.
- Use the Nursing Student Handbook, the GovState Student Handbook, the University Catalog and other current printed or online materials as reference solutions.

Students entering any nursing program option are not allowed to register for classes until they have met with their advisor and completed the Department of 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 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 Terri Chairse the Director of Clinical Education for information regarding clinical requirements (tchairse2@govst.edu). Students are encouraged to attend the Virtual Clinical Process Meetings/ Orientation, held throughout the semesters.

Students are responsible for adhering to their (SSP). Students are to familiarize themselves 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 student's graduation date. It is essential to clear up all changes, prior to making them, with the academic advisor to ensure that you are following the courses in which you desire to register. Faculty and the academic advisor cannot assume responsibility for consequences of student experiences because of deviating from the SSP.

Master of Science in Nursing (MSN)

The graduate major in Nursing provides a master's degree program as a clinical specialist in adult/gerontological health, a family nurse practitioner, and a nurse executive for nurses who have a baccalaureate degree in nursing. A post master's certificate in family nurse practitioner is available for those students who have a clinical master. The program is configured for part-time enrollment and requires a minimum of seven semesters or four semesters for the post master's certificate. Students must also have completed an undergraduate statistics course, undergraduate nursing research methods course, and an introductory health assessment course.

Admission Requirements

GPA Requirement for Admission

Admission to the graduate program in nursing requires a cumulative Grade Point Average (GPA) of 2.50 or higher in all undergraduate courses and a GPA of 3.0 or higher with a grade of "C" or better in all upper-division nursing courses (FNP students must have an overall GPA of 3.0, 2 years of professional nursing experience and pre-requisites no older than 7 years). Students who do not meet one or both GPA requirements may be admitted conditionally for nine (or more) * credit hours. If the student achieves a GPA of 3.0 or higher for the first nine (or more) credit hours taken, the condition will be removed. If the GPA is below 3.0, and the student must petition the faculty via letter, to continue in the graduate nursing program.

**If the student completes nine credit hours during a semester that raises the total number of hours completed to more than nine, the GPA requirements will apply to the total number of hours completed. Students seeking the FNP option are required to have two years of clinical nursing experience before beginning the first practicum.*

Admission Deficit Policy

Upon entry to the graduate program in nursing, those students who do not meet admission requirements must agree with and sign a deficiency resolution action plan (provided by the Academic Advisor) and resolve any deficiencies within the prescribed time frame. License, malpractice insurance, and proof of a prior bachelor's degree in nursing must be given to the department before the student may take any nursing courses. Graduate students must resolve any deficits in undergraduate statistics, health assessment, and/or nursing research before they will be allowed to take any nursing course except the first one. Certificate students must resolve any outstanding requirements also.

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, potential students should review transfer credit before admission to the university to avoid duplication of course work. The review of transfer credit must be completed before the student registers to take a comparable nursing course to ensure prerequisites are met. This may include a r e c e n t syllabus of the course. It is the student's responsibility to obtain and present the syllabus from the previous course(s) to the academic advisor at the time the Student Study Plan is initiated. The Academic Advisor will seek approval from the Nursing Department Chairperson. If a syllabus is unavailable, a letter from the faculty teaching the course or the director of the Nursing Program detailing the course content may be substituted. The academic advisor will notify the student whether transfer credit is approved.

Progression Requirements

Continuing Student Status

A continuing student at Governors State University is defined as any degree-seeking student or non-degree seeking student whose continuous enrollment at GSU has not been interrupted for more than six (6) consecutive semesters/terms, including summer term. After the sixth semester/term of non-enrollment, the student must then reapply for admission (Policy 19U: Policy on Undergraduate Readmissions and Special Admissions and Policy 19G: Policy on Graduate Readmissions and Special Admissions).

1. Accredited programs, due to program accreditation standards, may have enrollment requirements that are more stringent. See the catalog for programs that are different.

2. Enrollment is defined as completion for academic credit or audit of one or more hours (non-credit programs/courses are excluded).

3. Degree-seeking students whose enrollment is interrupted for more than six (6) consecutive semesters/term, including summer term, will be subject to curricular requirements for readmitted students (Policy 8: Policy on Curricular Requirements for Readmitted Students). (Policy 32).

Challenge Exams for Prerequisite Courses

For graduate students whose undergraduate Nursing Research and/or Health Assessment course work is not discernible on transcripts, a course challenge must be completed to obtain credit. If the challenge is unsuccessful, the student must complete the required course to satisfy admission criteria.

To challenge Nursing Research and/or Health Assessment, the following procedures must be followed:

- After completion of the Student Study Plan, discuss with the advisor if the student is qualified to challenge prerequisite courses.
- If the student is qualified, the advisor will write a note to the course instructor that the student is authorized to challenge the course.
- Register for the course.
- The student must contact the professor of the course to be challenged and negotiate with the professor to satisfy the challenge requirements.
- Research Students must demonstrate the ability to write an acceptable research critique.
- Physical Assessment students must complete the history and physical assessment assignment, the midterm, and final examinations. The two exams must be passed with a grade of C or better.
- Complete challenge requirements within the first week of classes.
- A course grade will be issued.
- If a failing grade is received, the student must complete the normal required course work to satisfy the deficit.
- If a passing grade is received, a student will receive a letter grade and not be required to complete the course.

Grading Policy

All graduate students shall maintain a 3.0 GPA as established in the university grading policy (Policy 26). No grade of incomplete is given in a nursing course except in extreme circumstances. Students will not progress to their clinical or role residency courses with a grade of incomplete in any of the previous nursing courses. Please refer to the university catalog for the policy governing a grade of incomplete. Find University policies at:

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. However, in no case will a "D" or "F" be acceptable toward meeting degree requirements (Policy 16). All clinical courses must be completed with a grade of 'B'.

Independent Study

Independent study enables the graduate student in the nursing program to engage in individual reading and research in a specific area of interest, under faculty supervision. In accordance with university Policy 17, a written proposal for an independent study, planned and developed by the student, must be approved by the program director in consultation with the faculty sponsor. 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. A maximum of 9 hours of undergraduate independent study and 6 hours of independent graduate study may be applied to the requirement.

Students planning to perform clinical course work as part of 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 students 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 Evaluation

method may include, but not be

limited to:

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

Grading Scale for the Nursing Department

At the end of each semester, you will be given a grade for the quality and quantity of your work in each class. A student's academic standing is determined by the number of credits (classes) completed and his or her GPA. A student's GPA is calculated by multiplying the number of units (credits) attempted in each course by the grade points earned per course. All grade point totals are added together. This sum is divided by the total number of credits, creating a final mean value.

The 4.0 Grading System

Grade	Grade points per unit	Numeric grade	Definition
A	4.0	96.00 or above	Outstanding
A-	3.7	93.00-95.99	Extremely good work
B+	3.3	88.50-92.99	Very good work
B	3.0	85.01-88.49	Expected level of performance for graduate students
B-	2.7	84.01-85.00	Minimum accepted performance for graduate students
C+	2.3	79.51-84.00	Needs improvement
C	2.0	75.01-79.50	Not good
C-	1.7	74.01-75.00	Unsatisfactory
D+	1.3	69.51-74.00	Failure
D	1.0	65.01-69.50	Failure
D-	0.7	64.01-65.00	Failure
F	0.00	<64.00	Failure

This grading scale is absolute. No rounding of numbers will be done.

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. If anticipating a summer graduation term, applications for graduation are due the first week of the spring term. This procedure is detailed in the [University catalog](#). Please check the [Academic Calendar](#) and your university email for specific deadlines as notices are sent out from the Registrar's Office regarding graduation. Submit the completed graduation application to the Registrar's Office by the due date specified in the Academic Calendar. *Late applications will not be accepted. It is the student's responsibility to submit graduate applications on time to the Registrar's Office.*

Students completing a certificate must complete/submit the *Award of Certification* application to their advisor in the first week of the semester in which they plan to complete the certificate.

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. Students are encouraged to provide feedback by attending the monthly faculty and town hall meetings. Student representation is strongly recommended. Notification of dates and time of meeting will be sent to students via email.

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 employer surveys will be sent to students and employers 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 have created a virtual orientation for all graduate students. To access the orientation website; go to the myGovState portal and click on the "ORIENTATION" button. We're excited and ready to assist you in making the most of your graduate experience here at GovState. Whether you're new to our campus or you decided to return after completing your undergraduate degree at GovState, we're confident our Graduate Orientation will help you to identify available resources that will help you make a smooth transition to graduate studies.

PLEASE NOTE: Some graduate programs and colleges may supplement our University-wide program with their individualized graduate orientation programs, contact your department or program for specific program orientation questions.

- 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

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.

Student Issues/Grievances/Complaints

Student issues that are not grievable under university policy are referred to the Curriculum Committee of the Nursing Program for resolution. The Governors State University policy regarding the grievance procedure may be found in Student Policy 5. GovState [Complaint and Grievances](#).

Department of Nursing Communications

In an effort to remain informed of changes and requirements in the Nursing Program, students are encouraged to attend Clinical Process training and updates, Faculty Student Liaison Resource meetings, Virtual Town Hall Meetings on a regular basis for broadcast announcements, share concerns, learn volunteer opportunities, learning resources, Clinical opportunities, Chair/Director of Nursing, Program Coordinators, Faculty Student Liaison Resource 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**, 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.

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.

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.

CONTACT INFORMATION

If you have questions or would like to meet to discuss your options, please contact the Office of the Dean of Students at 708.235.7595 or via email at deanofstudents@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.**

Campus Safety

To ensure your safety, the campus is patrolled 24 hours a day, 365 days a year by a team of State of Illinois certified police officers. You'll see them in their marked cars, on bicycles, and on T3 motion devices. If you find yourself on campus after dark or late at night, a campus police officer can escort you to your car.

Across the campus, you'll find emergency phones – either red or yellow – that automatically call the campus police department 24 hours a day. All you have to do is pick up the receiver.

GovState also maintains an **Emergency Response Team** that reviews emergency preparedness plans and procedures, and implements new procedures to ensure a safe and secure campus. In the case of emergencies such as severe weather, an automated system calls students, faculty, and staff – both campus phones and cell phones – as well as text message.

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 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 Academic Resource Center, regarding possible accommodations 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.

Student Handbook and Policies

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 to 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](#).

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 appears in the appendix of the [University Catalog](#), under Academic Regulations.

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.

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.

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 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 representatives 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 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.

SECTION V

Clinical Requirements

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 clinical within the nursing program. Appendix A is a timetable for submitting documentation of nursing program requirements.

All students must have current requirements on file to register for any course in the nursing program. Documentation of requirements are to be uploaded in CastleBranch Clinical Tracker. Students are required to keep CPR-BLS Certification, Negative Tuberculous Skin Testing, Personal Professional Liability Insurance, Health Insurance and RN License coverage active. Students **MUST** upload to CastleBranch Clinical Tracker: a photocopy of renewed RN license and malpractice insurance coverage on the anniversary of the date that coverage expires, showing inclusive dates. Students must also upload their Vaccine status. 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.

Student Requirements

To be enrolled in the nursing program, students must fulfill the requirements of the University, the Nursing Program, and the agencies used for practicum within the nursing program. Appendix A is a timetable for submitting documentation of nursing program requirements.

All students must have current requirements on file **one semester AHEAD** to register for any course in the nursing program. Documentation of requirements should be uploaded in CastleBranch. Students are required to upload in CastleBranch the following documents:

- RN license in the state you will complete your clinical rotation
- CPR-BLS certification
- Tuberculosis skin testing or QuantiFERON gold test
- Chest x-ray (for positive tuberculosis skin testing or QuantiFERON test)
- Annual personal, professional liability insurance
- Health insurance
- Annual 10-panel urine drug screen
- Yearly flu vaccine or declination
- Tdap vaccine
- Titer reports (mumps, measles, rubella, and varicella)
- Hepatitis B immunization or positive antibody titer
- Annual health physical,
- Malpractice insurance 2 million per incident/6million aggregate 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.

Preceptor/Residency Supervisor

Requirements:

- A Family Nurse Practitioner Master's degree, or an MD/D.O. (Family Practice Provider)
- Excellence in specialty
- One year or more experience at facility and practice
- Outpatient or clinic setting

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 by the university and the Department of Nursing 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 Physical Health form along with all other required forms are available online under nursing student resources and CastleBranch. 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 a Negative TB requirement. These services are free to enrolled students at the Counseling and Wellness Center at: <https://www.govst.edu/wellness/>

Remember ***to keep a copy or use CastleBranch electronic file sharing tab to share your required forms as you may be asked by your preceptor, clinical site and/or instructor to demonstrate that you have met all the 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 ready within 72 hours and, if negative, the second test is done for 1-3 weeks later and must be ready 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 with a positive TB and on treatment will not be allowed to start clinical.

*Immunization records are also required by the University <https://www.govst.edu/immunization#230548828-2594816514>

Following an initial negative 2-step tuberculin skin test, a single tuberculin skin test (PPD) must be obtained, or Mantoux or QuantiFERON Blood Test, 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. No student will be allowed to begin a clinical if provider indicates treatment for TB is required.

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 must be uploaded in the CastleBranch. Failure to have health insurance uploaded in Castle Branch may impact the students' ability to continue in the program. COVID vaccination status may be required at some clinical sites.

Personal Professional Liability Insurance

All nursing students must acquire and maintain personal professional liability insurance in the amount of at least **\$1,000,000 per claim and \$6,000,000 aggregate**. FNP students must be insured with 2 million per incident and 6 million per aggregate. Coverage obtained through a place of employment will not satisfy this requirement. Evidence of personal professional liability insurance (students need to upload into Castle Branch showing **dates of coverage**) must be uploaded in CastleBranch upon admission and at renewal. Failure to have personal professional liability insurance uploaded to Castle Branch 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 uploaded to the CastleBranch annually. Students must score 80% on every required module.

Communicable Disease Policy

The Department of Nursing seeks to minimize the risk of occupational exposure to communicable diseases, including 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 HBV and HIV, to students enrolled in the program.

The Department of Nursing will not request an individual's HIV status during the admissions process. If a student informs the program that he/she is HIV positive, reasonable academic adjustments will be made if needed. A student who knows that he/she is HIV positive or believes he/she is a "high risk" for HIV transmission is ethically responsible to consider the risk of transmitting HIV to the patient/client during invasive procedures. The same is true for exposure to COVID-19, see GSU's response to COVID-19 here: <https://www.govst.edu/COVID-19/>.

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 needle stick 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 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 (or other appropriate personnel) at the clinical site, in any incident 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 HIV and HBV testing to establish zero-negativity. Testing should be repeated at six weeks, three months, six months, and one-year post-exposure. The nursing program or the institution will suggest follow-up counseling referrals for students exposed to blood or body fluids of a patient/client.

Clinical Practicum 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 alcohol or drug abuse. [See 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 Students. 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 drug screening, the student may be dismissed from the nursing program. Forms available through Caste Branch.

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 and Director of Clinical Education. Students are required to pay for the background check.

Influenza Immunizations

Some clinical sites may also require proof of influenza immunization. The Clinical Site has a right to refuse clinical rotation if student does not adhere to clinical site requirements.

SECTION VI

Clinical General Information

Transportation

The nursing program seeks to provide optimal clinical practicum experiences. In providing clinical practicum experiences, it may be necessary to acquire clinical sites that are outside of the GovState immediate geographic area. Each student is responsible for providing reliable, personal transportation to and from clinical practicum experiences. Students are allowed to select a site that is close to home or work or most convenient access.

Student Attire

Student attire will be governed by the clinical 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 GovState nursing patch on the left shoulder sleeve. The laboratory coat is worn over appropriate street clothes. No blue jeans, sweatpants, leggings, sweatshirts, scrub suits, sneakers, jogging shoes, or boots are allowed.

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.

Student Identification Badge

Students are required to always wear their official Governors State University identification badge while participating in clinical, laboratory, simulation, and other patient care learning experiences. The identification badge must be displayed prominently on the laboratory coat or otherwise remain clearly visible at all times and must be worn over appropriate professional attire.

Students must be readily identifiable as Governors State University nursing students to patients, faculty, staff, and members of the healthcare team. In addition, students are required to comply with all identification badge, dress code, and professional appearance policies of the affiliated clinical agency. When clinical agency requirements differ from university policy, students must adhere to the more stringent requirement unless otherwise directed by the School of Nursing.

Failure to wear the required identification badge or to comply with university and clinical agency identification policies may result in the student being denied participation in the clinical experience.

Clinical Agency Requirements

Student clinical experiences and practicum learning environments at Governors State University (GSU) are designed to be evidence-based, reflect contemporary nursing and advanced practice standards, incorporate nationally established patient health and safety goals, and support achievement of the end-of-program student learning outcomes. Clinical and practicum experiences are aligned with ACEN Standards, national nurse practitioner competencies, and institutional accreditation expectations

Students are expected to comply with clinical agency requirements at the facility at which they do their practicum.

Clinical Site Safety Issues

The students may be required to visit clients or organizations in a variety of areas, and it is the responsibility of the student 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 negotiated with the clinical site. Some agencies may require clinical activities that extend into the early morning/evening. Be aware of this need for flexibility in your clinical schedule and adjust as needed.
- Complete GSU Orientation Checklist: Know facility Safety codes and what to do in emergency situations, what is your role.
- Report exposure to bloodborne pathogens or hazardous materials without appropriate training or protective equipment.
- Unsafe patient care practices that place patients at risk.
- Inadequate supervision of nursing students by qualified preceptors or faculty.
- Clinical assignments that exceed the student's level of education or competency.
- Medication errors or unsafe medication administration processes.
- Failure to follow infection prevention and control standards (e.g., hand hygiene, PPE, isolation precautions).
- Unsafe staffing levels that prevent appropriate supervision or learning.
- Workplace violence, bullying, harassment, discrimination, or incivility toward students or faculty.
- Lack of required emergency preparedness procedures (e.g., fire safety, active shooter, disaster response).
- Failure to report or investigate safety incidents, near misses, or adverse events.
- Students performing procedures for which they have not been properly instructed, validated, or supervised.
- Clinical sites that do not provide sufficient learning opportunities to meet course or program outcomes.
- Unsafe physical environments, such as faulty equipment, inadequate emergency procedures, or environmental hazards.
- Failure to maintain patient confidentiality or comply with HIPAA requirements.
- Never take a client/patient anywhere in your personal car.
- Be sure you know where you are going before setting out; obtain a detailed map of the area and plan the route.

- Let the client know when to expect your visit, if appropriate.
- Do not wear expensive clothes or jewelry.
- Park near your destination and be aware of your surroundings.
- Report if you are working as a worker at the site.
If there are concerns or issues (examples of concerns: threat of violence, feeling unsafe at the clinical site, sexual assault, preceptor communication issues with the site, please notify your instructor or Director of Clinical Education immediately).
- Additional issues and/or guidelines may be provided by the instructor.

Clinical Practicum Faculty

Faculty Member/Professor

The GovState nursing faculty member carries responsibility for overall leadership, coordination, and supervision, and evaluation of the designated practicum. The primary functions of the faculty member/ professor are as follows:

- Along with the Director of Clinical Education select or assist the student to select the sites for graduate student clinical.
- Approve the clinical site.
- Select or assist the student to select the preceptor who will cooperate with the university.
- Interpret the practicum experience to the health care agency and/or the prospective adjunct clinical faculty.
- Coordinate and communicate schedules, deadlines, and other information in fulfilling the practicum goals.
- Supervise and evaluate the graduate student's development, progress, and overall performance.
- Arrange for periodic conferences with the graduate student and the preceptor (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 a clinical assignment.
- Serve as liaison during the practicum experience that involves a preceptor.
- Along with the Director of Clinical Education, assist students to obtain affiliation agreements between clinical agency and GovState.

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, Nursing Administrative Master's degree, or a MD/D.O.
- DNP students consult with the faculty for requirements for the residency supervisor.

Roles/Responsibilities:

- Meet with the graduate student prior to the beginning of the practicum.
- Discuss the graduate student's clinical objectives for the practicum.
- Plan the activities needed to meet the clinical objectives with the student.
- Orient the nursing staff to the graduate student's purpose and objectives for clinical experience.
- 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 adjunct clinical 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 or an MD/ D.O.
- Competency in specialty area or leadership role or higher at clinical site.
- Competency in specialty

area or leadership role Roles and

responsibilities:

- Meet with the student prior to the beginning of the practicum.
- Discuss the student's clinical objectives for the practicum experience.
- Orient the nursing staff to the student's purpose and objectives for the clinical experience.
- Participate in conferences with the student and the course professor as needed regarding student progress.
- Facilitate contacts with other appropriate resource people.

Student clinical experiences and practicum learning environments at Governors State University (GSU) are designed to be evidence-based, reflect contemporary nursing and advanced practice standards, incorporate nationally established patient health and safety goals, and support achievement of the end-of-program student learning outcomes. Clinical and practicum experiences are aligned with ACEN Standards, national nurse practitioner competencies, and institutional accreditation expectations.

Clinical Practicum Placement

Student clinical experiences and practicum learning environments at Governors State University (GSU) are designed to be evidence-based, reflect contemporary nursing and advanced practice standards, incorporate nationally established patient health and safety goals, and support achievement of the end-of-program student learning outcomes. Clinical and practicum experiences are aligned with ACEN Standards, national nurse practitioner competencies, and institutional accreditation expectations.

Clinical experiences are faculty-supervised, and the faculty and the Director the Clinical Education will determine student placement. See Clinical Handbook for more specific information.

In clinical courses or practicum, the student submits their clinical objectives in their specialty area to the university faculty. After the objectives are finalized and approved, the university faculty initiates placement procedures with the appropriate personnel or director. The student takes a copy of the student's objectives, professional resume, and teaching plan to the preceptor/residency supervisor on their initial practicum meeting.

Students

1. Obtain information on the requirements of the chosen clinical site for approaching potential preceptors. Determine if the student is allowed to approach the potential preceptor directly or if the contact person is someone other than the preceptor at a particular institution.
2. Once the procedure for approaching a potential preceptor is approved, make an appointment for an interview.
3. Create clinical objectives to present to the preceptor which would accomplish the goals of the practicum. The preceptor, student, and faculty may consult with each other to modify the objectives if necessary (see above). Present the course syllabus to the preceptor.
4. Provide information regarding clinical contract/affiliation agreements to the course faculty member who will forward them to the Director of Clinical Education and the administrative assistant for affiliation agreements.
5. Establish dates and times for clinical hours with the preceptor and the course instructor
6. Document the clinical hours in a log signed by the preceptor and course faculty
7. Attend periodic conferences with the preceptor and faculty
8. Complete and hand-in and submit to the appropriate computer program (Typhon) evaluations of the clinical experience.

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.

Graduate Capstone Experience - Masters

The degree requirements for the Master of Science in Nursing stipulate that students must meet all university requirements for a master's degree and that each student must pass a capstone project experience over the major area of study during the last semester of study prior to graduation. The capstone project provides a sample of the student's performance in scholarly synthesis of end of program student learning outcomes and mastery of concepts, competencies, discussion, evaluation, and writing. The Graduate Council's Graduate Capstone Manual will be followed for all capstone projects.

Purposes of the Capstone Project Experience in Nursing are (1) to establish a level of students' theoretical knowledge of advanced nursing and subjects clearly related to nursing, (2) to assess the students' knowledge of professional issues affecting his/her functional role as a clinical specialist, nurse practitioner or nurse executive (3) to evaluate the ability to integrate research skills in advance nursing practice roles, and (4) to provide a source for the demonstration of the students' reasoning abilities and competencies in communication.

Successful completion of the capstone project experience includes the following:

1. A written abstract of the core elements of the project/case study.
2. A proposal for the project to be approved by assigned faculty and preceptor if required.
3. Capstone project procedures may vary depending upon the option. In general, the written project description should include:

E. Theory Framework	I. Evaluation of Project
---------------------	--------------------------

Comprehensive Examination Remediation of Failed Capstone Project

A comprehensive examination in combination with a practicum may be designated as a graduate final project alternative. The formatting of a comprehensive examination is determined by each academic division, department/college (Graduate Capstone Manual, 2019).

Procedures

1. Capstone course faculty and advisor designate graduate students who are eligible for the capstone project experience.
2. The Department of Nursing Chair and/or designee and the members of the capstone courses will meet with students to discuss the process.
3. Students will prepare their (CNS, NEIL, FNP/PMC) written proposal and project/examination in class.

4. Students will present/do the project or examination in class.
5. Guidelines for the capstone presentation and written summary are included in the syllabi for the final major course in the Study Plan for each major.

Students are allowed to redo the Capstone Project within one year of presenting the initial project.

1. The student will meet with the Chair to discuss the educational plan.
2. A faculty member will be assigned by the Chair to remediate the student.
3. The student will register for one hour credit to work with the faculty member
4. The student will present this revised project.

Student Requirements

To be enrolled in the nursing program, students must fulfill the requirements of the University, the Nursing Program, and the agencies used for practicum within the nursing program. Appendix A is a timetable for submitting documentation of nursing program requirements.

All students must have current requirements on file **one semester AHEAD** to register for any course in the nursing program. Documentation of requirements should be uploaded in CastleBranch. Students are required to upload in CastleBranch the following documents:

- RN license in the state you will complete your clinical rotation
 - CPR-BLS certification
 - Tuberculosis skin testing or QuantiFERON gold test
 - Chest x-ray (for positive tuberculosis skin testing or QuantiFERON test)
 - Annual personal, professional liability insurance
 - Health insurance
 - Annual 10-panel urine drug screen
 - Yearly flu vaccine or declination
 - Tdap vaccine
 - Titer reports (mumps, measles, rubella, and varicella)
 - Hepatitis B immunization or positive antibody titer
 - Annual health physical,
 - Malpractice insurance 2 million per incident/6million aggregate 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.

Preceptor/Residency Supervisor

Requirements:

- A Family Nurse Practitioner Master's degree, or an MD/D.O. (Family Practice Provider)
- Excellence in specialty
- One year or more experience at facility and practice
- Outpatient or clinic setting

Clinical Requirement

Clinical Nurse Specialist (CNS)

The CNS program requires 540 faculty supervised clinical hours. [See university catalog](#) for clinical course description. CNS Clinical Courses:

NURS 8107 Adult- Gerontology Acute Care Alterations

NURS 8108 Adult- Gerontology Chronic Alterations

NURS 8210 Adult – Gerontology I: Clinical Nurse Specialist

NURS 8946 Adult – Gerontology II: Clinical Nurse Specialist: Internship and Project

Nursing Executive & Innovative Leadership (NEIL)

The NEIL program requires 540 faculty supervised clinical hours, effective Spring 2027.

[See university catalog](#) for clinical course description.

NEIL Clinical Courses:

NURS 7109 - information for Nurse Executive

NURS 8104 Quality improvement & Innovation for Nurse Executives

NURS 8350- Nursing Administration I

NURS 8550- Nursing II Seminar

NURS 8956- Nursing Administration II Practicum

Family Nurse Practitioner/ Post Master's Certificate

The certificate program requires at least 750 face to face clinical practicum hours or more. The other 40 hours could be direct patient care or can be used as indirect patient care hours i.e., FNP-related conferences, and workshops. The total hours for the FNP program completion are 750 hours, pending Curriculum approval for Fall 2026 or Spring 2027. [See university catalog](#) for clinical course description.

FNP Clinical Courses:

NURS 8221- Clinical Practicum in Family Nurse Practitioner Role

NURS 8111- Clinical Practicum in Adult Family Health and Illness

NURS 8119- Clinical Practicum in Young Family Health and Illness (Pediatric, OB, Women's Wellness)

NURS 8949- Clinical Practicum for Family Nurse Practitioner Residency Project

The Post Master's degree must meet national standards for nurse practitioner practice and certification. Students can have up to three preceptors in a semester. If a student does not have a selected clinical site placement by the third week of school, the student is encouraged to withdraw from the course. [See university catalog](#) for clinical course description.

Section VII

Types of Practicum Clinical Sites

Clinical/Practicum Learning Environments and Experiences

Student clinical experiences and practicum learning environments at Governors State University (GSU) are designed to be evidence-based, reflect contemporary nursing and advanced practice standards, incorporate nationally established patient health and safety goals, and support achievement of the end-of-program student learning outcomes. Clinical and practicum experiences are aligned with ACEN Standards, national nurse practitioner competencies, and institutional accreditation expectations.

Evidence-Based and Contemporary Practice Standards

GSU clinical/practicum learning environments are guided by multiple evidence-based frameworks and national standards, including:

- ACEN Accreditation Standards and Criteria
- 2026 American Association of Nurse Practitioners (AANP) standards
- NONPF/AANP Preceptor Expectation Checklist
- NONPF = National Organization of Nurse Practitioner Faculties
- American Nurses Credentialing Center (ANCC), the NE-BC certification, and Adult-Gerontology certification.
- National Association of Clinical Nurse Specialist (NACNS)
- Higher Learning Commission

Clinical learning experiences emphasize:

- Evidence-based practice (EBP)
- Patient safety and quality improvement
- Interprofessional collaboration
- Population health and prevention
- Ethical and culturally competent care
- Contemporary healthcare delivery systems

Students participate in supervised clinical and practicum experiences that integrate theory with practice and support achievement of program learning outcomes across MSN, and DNP programs.

Types of Clinical and Practicum Agencies

GSU utilizes a variety of clinical and practicum learning environments to support student learning experiences across programs and specialty tracks.

Primary Healthcare Agencies

- Community health centers
- Family practice clinics
- Internal Medicine Practices
- Federally qualified health centers
- Outpatient ambulatory care centers
- Hospitals systems and medical groups

Specialty Clinical Agencies

- Pediatrics
- Obstetrics/Gynecology (OB/GYN)
- Women's Health
- Adult-Gerontology settings
- Specialty physician practices
- Behavioral and mental health settings
- Hospital systems and medical groups

Clinical and practicum sites are evaluated to ensure adequacy for:

- Student enrollment capacity
- Achievement of program outcomes
- Exposure to diverse patient populations
- Achievement of course and program competencies
- Alignment with end-of-program student learning outcomes

The Dean office in the College of Health and Human Services (CHHS) maintains sufficient clinical affiliations and partnerships to support student progression and completion of required practicum hours. Director of Clinical Education, Program coordinator and clinical faculty monitor placement availability and appropriateness to ensure students receive meaningful, supervised learning experiences.

GSU maintains current written agreements with clinical and practicum agencies that specify expectations for all parties and provide protection for students.

Agreements include provisions related to:

- Student supervision
- HIPAA compliance
- Orientation requirements
- Risk management
- Emergency treatment procedures
- Facility policies and procedures
- Student safety
- Patient safety
- Communication responsibilities

Student Compliance and Clinical Tracking Systems

Students enrolled in the MSN and DNP programs utilize third-party compliance and clinical tracking systems to support student safety, regulatory compliance, secure documentation management, and achievement of clinical learning outcomes.

CastleBranch Compliance Management System

MSN and DNP students use the CastleBranch third-party compliance management system to upload and maintain required clinical compliance documentation, including:

- Vaccine and immunization status
- Physical examination documentation

- Nursing licensure for the State of Illinois or the state in which clinical rotation occurs
- Professional malpractice insurance
- Student résumé/CV
- Clinical orientation forms
- Background check documentation
- Drug testing results

CastleBranch is utilized to ensure:

Student safety and clinical readiness Compliance with agency and regulatory requirements
Secure storage and transmission of sensitive student information Efficient sharing of required documentation with clinical agencies and practicum sites. The system supports standardized compliance monitoring across all clinical placements and assists in maintaining current documentation prior to student participation in clinical experiences.

Typhon Clinical Tracking System

Typhon is a third-party clinical tracking software system utilized by MSN and DNP students to document and monitor clinical learning experiences. Typhon is used for:

- Tracking clinical practicum hours and patient encounters
- Maintaining clinical records
- Storage of student evaluations and final clinical evaluations
- Upload and storage of hard-copy clinical time log records
- Student evaluation of clinical sites
- Student evaluation of clinical preceptors

The Typhon system supports program oversight, monitoring of student progression toward required clinical competencies and hours, and documentation necessary for accreditation and regulatory compliance. Faculty and program coordinators utilize Typhon data to evaluate student progress and ensure achievement of end-of-program student learning outcomes.

Section VIII

Policies

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). 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.

Communicable Disease Policy

The Department of Nursing seeks to minimize the risk of occupational exposure to communicable diseases, including 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 HBV and HIV, to students enrolled in the program.

The Department of Nursing will not request an individual's HIV status during the admissions process. If a student informs the program that he/she is HIV positive, reasonable academic adjustments will be made if needed. A student who knows that he/she is HIV positive or believes he/she is a "high risk" for HIV transmission is ethically responsible to consider the risk of transmitting HIV 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 needle stick 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 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

HIV and HBV testing to establish zero-negativity. Testing should be repeated at six weeks, three months, six months, and one-year post-exposure. The nursing program or the institution will suggest follow-up counseling referrals for students exposed to blood or body fluids of a patient/client.

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, or 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.

5. 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.

6. 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.

Non-Academic Misconduct

Prohibited acts include, but are not limited to:

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.

Assault: Intentionally or recklessly causing physical harm, acts of violence, or other conduct that threatens or endangers the welfare of another individual.

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.

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.

Damage and Destruction: Intentional, reckless and/or unauthorized damage to or destruction of university property or the personal property of another person.

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.

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.

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.

1. Election Tampering: Tampering with an election conducted by any university-recognized organization.
2. 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.
3. Failure to Comply: Failure to comply with reasonable directions of university officials or law enforcement official acting in performance of their duties.
4. 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.
5. Gambling: Unauthorized gambling or wagering for money or property.

6. 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).
7. 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.
8. Public Exposure: Deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.
9. 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.
10. 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).
11. Smoking: Smoking, use of tobacco products, or carrying any kind of lighted smoking materials on campus property.
12. Theft: Attempted or actual theft of university property or the personal property of another person.
13. 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.
14. 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.
15. 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.
16. 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.
17. Violation of Other University Policy: Violation of other published university policies or rules, including all University Housing policies.
18. Violation of the Law: Violation of any applicable federal, state, or local law.
19. 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.

2. 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).

3. 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.

4. 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.

- **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.
- **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.
- **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.

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 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.

5. 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](#).

6. 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.

7. 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.

Section VIII

Documentation

System Used

Electronic Document Systems used in MSN and DNP:

Students enrolled in the MSN and DNP programs utilize third-party compliance and clinical tracking systems to support student safety, regulatory compliance, secure documentation management, and achievement of clinical learning outcomes.

CastleBranch Compliance Management System

MSN and DNP students use the CastleBranch third-party compliance management system to upload and maintain required clinical compliance documentation, including:

- Vaccine and immunization status
- Physical examination documentation
- Nursing licensure for the State of Illinois or the state in which clinical rotation occurs
- Professional malpractice insurance
- Student résumé/CV
- Clinical orientation forms
- Background check/results
- Drug testing/results
- CPR Card
- Additional items in CastleBranch

CastleBranch is utilized to ensure:

- Student safety and clinical readiness
- Compliance with agency and regulatory requirements
- Secure storage and transmission of sensitive student information
- Efficient sharing of required documentation with clinical agencies and practicum sites.

The system supports standardized compliance monitoring across all clinical placements and assists in maintaining current documentation prior to student participation in clinical experiences.

CastleBranch code: GovState Nursing Portal Link: <https://portal.castlebranch.com/GO05>

CastleBranch is the most secure document manager to protect student personnel information upload student sensitive documents. Students will use the GovState Nursing Portal Link: <https://portal.castlebranch.com/GO05> when initiating the CastleBranch website.

Students can share documents with the clinical site or work or a potential employer securely. CastleBranch will keep track of sites when your records are viewed. Students are to maintain documents by keeping updated or face exclusion from the clinical site once the document reaches a 30-day renewal period in CastleBranch. Failure to have all requirements on uploaded may impact the student's ability to continue or start Practicum or Register for nursing course(s).

Typhon Clinical Tracker System

Typhon is a comprehensive software solution to help nursing programs manage changing accreditation requirements, demonstrate core competencies throughout their core curriculum and student clinical experiences, and improve learning outcomes. Students use case logs and time logs to enter experiences. Create calendars of student events & rotations and optionally allow requests for preference-based scheduling. Students can create and customize their own multi-page portfolio website to showcase their experience as an invaluable tool for seeking employment after graduation!

To gain access to the system email contact the Director of Clinical Education at email address: tchairse2@govst.edu with the following information: Student ID number, nursing option example; FNP or CNS., Graduation date; month and year (December 2029).

eValue Clinical Tracker System

Effective June 2026, the Department of Nursing will discontinue the use of eValue. Beginning with the Fall 2024 semester, all newly enrolled, continuing, and returning students will utilize Typhon as the official clinical tracking and documentation system. Typhon will be used for clinical schedules, clinical hour documentation, evaluations, and other required clinical practicum activities. Students are expected to become familiar with the Typhon platform and ensure all required clinical information is entered accurately and maintained throughout their program of study.

To gain access to the system email contact the Director of Clinical Education at email address: tchairse2@govst.edu with the following information: Student ID number, nursing option example; FNP or CNS., Graduation date; month and year (December 2029).

Typhon Clinical Tracking

Typhon is a third-party clinical tracking software system utilized by MSN and DNP students to document and monitor clinical learning experiences.

Typhon is used for:

- Tracking clinical practicum hours and patient encounters
- Maintaining clinical records
- Storage of student evaluations and final clinical evaluations
- Upload and storage of hard-copy clinical time log records
- Student evaluation of clinical sites
- Student evaluation of clinical preceptors

The Typhon system supports program oversight, monitoring of student progression toward required clinical competencies and hours, and documentation necessary for accreditation and regulatory compliance. Faculty and program coordinators utilize Typhon data to evaluate student progress and ensure achievement of end-of-program student learning outcomes.

Blackboard Ultra

Blackboard Ultra is also used system in the clinical to support program oversight, monitoring of student progression toward required clinical competencies and hours, assignments and documentation necessary for accreditation and regulatory compliance.

Clinical Process Training and Student Support

Students are provided with clinical process training to support successful progression through clinical and practicum requirements. The purpose of the training is to provide students with detailed information regarding:

- Clinical process requirements
- Steps to initiate the clinical placement process
- Use of the CastleBranch and Typhon systems
- Clinical documentation and compliance expectations

A demonstration of both CastleBranch and Typhon systems is provided during training sessions. Students are issued Typhon access by the Director of Clinical Education. Clinical process training is conducted multiple times throughout the semester and is incorporated into:

- Clinical course orientations
- Faculty resource sessions
- Student liaison meetings
- Student town hall meetings

Training content includes:

- Clinical requirements and deadlines
- Clinical compliance checklists
- Clinical site and preceptor requirements
- Demonstration of how to upload and maintain documentation within CastleBranch and Typhon
- Guidance regarding practicum documentation and clinical hour tracking

The clinical process training also provides students with opportunities to voice concerns or discuss challenges related to locating clinical sites or securing qualified preceptors. Faculty and clinical leadership provide guidance and support to assist students in addressing barriers to successful clinical placement and progression.

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Preceptor Clinical Training

Preceptors receive clinical training materials electronically in the form of a PowerPoint presentation designed to support effective supervision and mentorship of students during practicum experiences. The preceptor training includes information regarding:

- Expectations of the preceptor, student, and clinical faculty
- Governors State University Department of Nursing Mission Statement
- Roles and responsibilities of all parties involved in the clinical learning experience
- The role of the preceptor in supporting student learning and professional development
- Criteria and process for selecting preceptors
- Required practicum hours and clinical expectations
- Preceptor responsibilities
- Student responsibilities
- Student evaluation processes
- Procedures for communicating student concerns or performance issues to clinical faculty.

The training is intended to promote consistency across clinical learning environments, support evidence-based and safe clinical practice, and strengthen communication between the University, preceptors, and students. Preceptors are provided with a certificate of completion following review of the PowerPoint training presentation.

SECTION X

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				UPON REQUEST
DRUG TESTING Upload in CastleBranch				PRIOR TO CLINICAL
CPR-BLS CERTIFICATION Upload in CastleBranch		X	X	AT RENEWAL
PERSONNEL PROFESSIONAL LIABILITY INSURANCE* Upload in CastleBranch	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 Test Upload in CastleBranch			X	PRIOR TO CLINICAL
HEPATITIS B IMMUNIZATION OR REFUSAL Upload in CastleBranch			X	PRIOR TO CLINICAL
RUBELLA Titers IMMUNITY Upload in CastleBranch			X	PRIOR TO CLINICAL
RUBEOLA (MEASLES) IMMUNITY *Titers Upload in CastleBranch			X	PRIOR TO CLINICAL
MUMPS Titers IMMUNITY Upload in CastleBranch			X	PRIOR TO CLINICAL
VARICELLA Titers (CHICKEN POX) IMMUNITY - Upload in CastleBranch			X	PRIOR TO CLINICAL
TETANUS Upload in CastleBranch			X	BOOSTER EVERY 10 YEARS
Student Resume or CV upload in CastleBranch			X	Review and Update AS Needed
Preceptor Resume or CV in CastleBranch Upload in Typhon	X			Prior to Clinical each semester
Clinical Application Form Upload in Typhon	X			Prior to Clinical each semester

STUDENT REFLECTIVE STATEMENT

for **SAMPLE**

Jane E. Smith
(name of student)

Master's Nursing Program

Governors State University
University Park, Illinois

____ - ____ (Dates of
Enrollment)

CLINICAL LOG SUMMARY SHEET

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

Preceptor Signature: _____ Faculty Signature: _____

CastleBranch Codes:			Appendix C 1
Package Code	Includes	Price	Additional Information
G001 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.
G001dt	Drug Test Only	\$48.00	
G001re	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.
G001im Must Purchase this first	*****Medical Document Manager	\$55.00	A one-time fee of 55.00 to monitor Clinical Mandatory documents.

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

Appendix c 2

Student Name: _____
Preceptor Name: _____
Practicum Site: _____

Clinical Course #: _____
Contact Telephone: _____
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 Borne 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:

- The above documents must be presented in a **portfolio** to the clinical instructor prior to attending clinical (preferably on the first day of class).
- 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.
- The documents must also be scanned into CastleBranch in the appropriate designated sections.
- 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.
- The student is responsible for keeping all their required documents up-to-date in CastleBranch
- Required clinical documents are subject to change and may include practicum site specific required documentation as well.

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

DAT

Types of Liability Insurance Coverage for Nursing Students

Student is responsible for cost of Malpractice Insurance

Appendix D 1

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.

Appendix D 2



Ref: Increase in Student Nurse Practitioner Liability Coverage

To Whom It May Concern:

There has been a mandatory increase in the amount of liability insurance that our Nurse Practitioner students must have for their clinical coverage Governors State University. It is now compulsory that Nurse Practitioner students carry a 2 million/ 6 Million policy. Therefore, we are asking that students be approved to increase their student coverage to reflect the mandatory required coverage by Governors State University. Please see the attached checklist that will outline the requirements for the Nurse Practitioner student at Governors State University.

I want to thank you for your cooperation in ensuring that the nursing students have adequate liability insurance.

Respectfully,

Dr. Runez Bender, DNP, APRN, FNP-BC, CNE

Governors State University FNP Coordinator Department of Nursing

College of Health and Human Services

1 University Parkway- 708-534-4040 Nursing Office University Park, IL 60484-0975

708-235-7682, Ext. 7682

Fax: 708-235-2197

Appendix D 3

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, through either 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 affect the student's ability to continue in the program

Personal Professional Liability Insurance

All nursing students must acquire and maintain personal professional liability insurance for **\$2,000,000 per claim and \$6,000,000 aggregate**. *FNP students must be insured by an FNP student policy*. 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. Failure to have personal professional liability insurance on file in the Department of Nursing Office may affect a student's ability to continue in the program. Mercer is one of the carrier's offering coverage in these amounts and maybe contacted at phone number 1-866-956-2774 ext. 84176



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): _____

Contact Phone Number at clinical site: _____

Contact Person at Clinical Site: _____

Contact Person email address: _____

Site Phone: _____

Preceptor Information:

Preceptor Name and credentials: _____

Preceptor Email Address: _____

Preceptor Phone Number: _____