



**DEPARTMENT
OF
ADVANCED PRACTICE NURSING
STUDENT HANDBOOK**

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College of Nursing, Health, and Human Services
Department of Advanced Practice Nursing
Terre Haute, IN 47807
Phone: 812-237-8501
Fax: 812-237-8939

Dear Student:

Welcome to the Indiana State University Department of Advanced Practice Nursing where the core values of integrity, scholarship, community, creativity, and excellence are embraced by faculty members and are used to guide their efforts in working with you to achieve your educational goals.

As a Department, we work to create an atmosphere in which nursing education, research and practice come together to foster positive healthcare outcomes.

The policies and procedures included in this handbook will relate to the many aspects of your educational experience at Indiana State University and are designed to serve as a useful guide and resource.

Best wishes for a positive and rewarding learning experience.

Dr. Susan Eley, PhD, FNP-BC
Chairperson, Department of Advanced Practice Nursing

INTRODUCTION

This student handbook is designed to provide useful information that will enable you to successfully progress in your advanced practice nursing academic career at Indiana State University (*hereinafter referred to as ISU*). In addition to this handbook, you will find policies specific to graduate studies in the current [Graduate Catalog](#).

INTRODUCTION TO THE COLLEGE OF NURSING, HEALTH, AND HUMAN SERVICES

Mission Statements

College - The College is dedicated to fostering student excellence and developing productive citizens who function as skilled professionals. Further, we champion teaching, research, creative activities, community involvement through health initiatives, and life-long learning.

Department of Advanced Practice Nursing (hereinafter referred to as APN Department) - The mission of the APN Department is to develop competent, caring nursing professionals and productive citizens practicing in advanced nursing roles in clinical care, education, and leadership. This mission is accomplished through a variety of teaching modalities, experiential learning, research and/or the application of research findings, and community and public service.

Vision Statements

College - The College will be recognized as a leader in providing qualified health and human service professionals who serve diverse populations through education, scholarship, innovation, service, and community engagement.

APN Department - The Vision of the nursing programs at Indiana State University is to provide the best educational experiences that result in competent and caring nurses for diverse clients.

Core Values

RESPECT – We affirm the individuality of each person through fairness and dignity.

INTEGRITY – We demonstrate the courage to speak and act honestly and to build trust.

COMPASSION – We are caring in the provision of services to individuals, families, groups, and communities.

HEALTH – We promote the health of mind, body, spirit, and environment.

PERFORMANCE – We achieve exceptional performance through continued growth and development of student, faculty and staff.

Philosophy of Nursing Faculty

Nursing faculty endorse the mission and values of ISU, the College of Nursing, Health, and Human Services, and the missions within each of the nursing departments. This philosophy articulates the faculty's beliefs about nursing practice, nursing education, continuous quality improvement and also serves as a guide for all functions within the scope of nursing education at ISU. The philosophical beliefs of the faculty result in the development of competent, caring nursing professionals and productive citizens.

Nursing¹ is viewed as a professional practice discipline. The body of nursing knowledge is derived from research and scholarly inquiry within the sciences and humanities. Nurses implement evidence-based practice from a holistic, caring framework in a multicultural, complex environment in an effort to provide safe, high quality care. The concepts of health promotion and wellness, risk reduction, disease management, and palliative care are emphasized across the lifespan within the nurse-patient relationship. Nurses provide care to patients, families, groups, and communities with an emphasis on health care that includes rural and underserved populations. To this end, nurses embrace technology and informatics to increase care efficiencies. Nurses participate as members of the inter-professional team and demonstrate professional behaviors. Leadership is expressed in a variety of venues including clinical, educational, administrative, and political.

Faculty promotes excellence in nursing practice via nursing education ranging from baccalaureate to clinical doctoral education and through professional continuing nursing education. All levels of nursing education are provided by supportive faculty who are experts in teaching and scholarship, and who provide service to the University, the community, and the profession of nursing. Program outcomes are achieved through student-centered, active learning in an environment that values mutual respect, diversity, experiential learning, community engagement, and a wide range of teaching methods. Nursing education is accomplished through on-campus classes, clinical experiences, and distance modalities. Nursing faculty maintain academic integrity and high standards that promote student accountability and personal growth.

Nursing faculty, in their pursuit of program excellence, are dedicated to systematic assessment through data collection and analysis for the purposes of continuous quality improvement. The dimensions by which programs are evaluated include students, faculty, administrators, community stakeholders, teaching/evaluation methods, resources, curricula, and program outcomes. The evaluation of these dimensions allows for opportunities to improve student learning and celebrate successes.

¹ The profession is guided by the American Nurses Association Code of Ethics and Standards of Practice and also reflects mandates and nursing care standards from significant nursing and health education organizations such as the National League for Nursing, American Nurses Association, National League for Nursing, American Association of Colleges of Nursing, Indiana State Board of Nursing, and the Pew Health Professions Commission.

Roles and Responsibilities of Department Members

Department Chair- Direct oversight of graduate programs and certification concentrations within the Department of Advanced Practice Nursing.

Directors- Manage individual concentrations of study within the Department of Advanced Practice Nursing

Faculty- Manage and Direct courses and facilitate student learning outcomes and course objectives for individual courses. Advises students regarding plan of study within the Department of Advanced Practice Nursing

Adjunct Faculty- Assist faculty with course management and/or provide clinical oversight

Preceptor- Facilitate and evaluate clinical experiences and provides direct supervision of students in the clinical setting

Student Support Specialist- Provides student guidance, manages student files, facilitates admission process and procures documentation for verification and accreditation.

Administrative Assistant- Provides administrative support to the Department of Advanced Practice Nursing

Graduate Program Role Outcomes and Competencies

Critical Thinker - A critical thinker who utilizes the intellectually disciplined processes of conceptualizing, applying, analyzing, synthesizing, and evaluating information as a guide for advanced nursing practice:

- Synthesizes theoretical frameworks used in the integration of knowledge from related sciences and humanities, clinical knowledge, and nursing sciences as the foundations for advanced nursing practice; and,
- Analyzes the significance of advanced nursing knowledge as it relates to selected populations.

Communicator - A communicator who utilizes multiple modalities strategically for the optimal transmission of messages and interaction with the intended audience:

- Communicates effectively, both orally and in writing, in a manner that commands professional attention; and,
- Uses technology strategically to access, organize, document, and present information.

Advanced Provider - A provider who is competent to apply evidence-based advanced nursing knowledge including culturally adaptive care, assessment, prescriptive interventions, evaluation, collaboration, and education:

- Meets advanced practice competencies for selected populations;

- Provides safe, cost-effective, and culturally adaptive advanced practice nursing for special populations;
- Evaluates outcomes of advanced practice nursing interventions, methods, or strategies;
- Collaborates with others in the implementation of advanced practice nursing;
- Provides expert consultation to others to resolve complex problems related to client-care situations, and /or health care delivery systems, and/or education; and,
- Develops, implements, and evaluates educational programs for selected populations.

Leader - A leader who inspires, persuades, and mentors others in the implementation of organizational visions and missions:

- Assumes a leadership role in one or more areas: health care, professional organizations, community, research, and/or education;
- Interprets the role and functions of the nurse prepared at the master's level to clients, nurses and other health care providers, and policy-makers;
- Works collegially to design, implement, and evaluate programs for performance improvement; and,
- Coordinates the implementation of evidence-based practice.

Professional - A professional who is a role model through adherence to the ethical, legal, and professional standards of the discipline specialty area:

- Models professional behavior;
- Demonstrates accountability for advanced practice nursing decisions based on ethical and professional standards; and,
- Interprets the role functions of expert clinician, educator, researcher, administrator, and consultant and implements these roles, as appropriate, based on specialty preparation.

Life-long Learner - A life-long learner who incorporates new knowledge related to culture, ecology, economics, politics, science, and technology:

- Assumes responsibility to maintain current knowledge in professional nursing practice by articulating a plan for life-long learning;
- Promotes excellence in nursing through regular attendance at educational activities designed to expand knowledge and competencies; and,
- Seeks and participates in professional and personal growth promoting activities.

Advocate - An advocate who critiques and develops policies, and participates in activities that promote positive change:

- Participates in activities to improve health care practices and policies;
- Assumes the role of policy developer; and,
- Advocates for policy changes that promote health.

Coordinator of Community Resources - A coordinator who collaborates with agencies and other providers for the most effective utilization of resources:

- Coordinates care with others;
- Refers individuals, families, groups, communities, students, and organizations to appropriate resources; and,
- Negotiates services for selected populations.

Knowledge Contributor - A knowledge contributor who synthesizes, designs, conducts, and implements research to bring about changes and make improvements in professional practice:

- Critically appraises published and unpublished nursing research;
- Contributes to nursing knowledge and evidence-based practice through validation, refinement, and extension of research; and,
- Applies, designs, conducts, and implements research to bring about change and make improvements in one's own professional environment.

GENERAL INFORMATION

Academic Integrity and Plagiarism

It is a requirement for you to read and abide by the [Policy on Academic Integrity](#). The FNP Track adheres to the University policies and procedures defined within the ISU Graduate Catalog and the College of Nursing, Health, and Human Services Student Handbook. Academic Integrity is a core value of our community of learners. Every member of the academic community (students, faculty, and staff) is expected to maintain high standards of integrity in all facets of work and study. The Policy on Academic Integrity describes appropriate academic conduct in research, writing, assessment, and ethics.

Additional Expenses

Additional expenses may be incurred due to cost of National Criminal History Check, purchase of name pin, clinical fee, lab coat, and when residing outside the U.S. must purchase liability insurance.

Advisement and Registration

Faculty members recognize that their influence through advisement, mentorship, and cooperation with students is extremely important for a successful student educational experience. Student advisement is achieved through the development of a professional relationship and the relay of detailed and accurate information. As a student, it is important for you to work closely with your advisor to discuss, and agree upon, your plan of study and any changes that may be needed. The [Advisor Evaluation](#) will provide an opportunity for you to provide comments about your advisor.

Registration may be accessed through your “MyISU” portal and should coincide with the schedule set forth in your plan of study. Please refer to the [Registration Instructions, Dates, and Deadlines](#) for important dates and deadlines.

Any alterations to your approved plan of study will likely result in the delay of your clinical courses and result in a later program completion date. Do not deviate from your plan of study without first discussing changes with your advisor.

APA Format

You will be required to follow [APA Format](#) when submitting professional papers unless advised otherwise per the course syllabus.

Bloodborne Pathogens Policy

The purpose of the [Bloodborne Pathogens Policy](#) is to provide guidelines for the prevention of the transmission of Hepatitis B, Hepatitis C, Human Immunodeficiency Virus, and other bloodborne pathogens in the clinical setting. You will be required to complete an educational training module prior to enrolling in clinical courses and you must score no less than 80% in order to meet the training requirement.

Chemically Impaired Nursing Student Policy

If you are found to be chemically impaired, a report will be filed with the appropriate state nursing authorities.

You are required to be familiar with, and abide by, the [Chemically Impaired Nursing Student Policy](#).

Choosing or Changing Your Concentration

At ISU, graduate nursing study can be focused in Family Nurse Practitioner, Nursing Education, or Nursing Administration. All courses and practica are offered online and are asynchronous. A post master’s certificate is offered in two of the master’s concentrations: Family Nurse Practitioner and Nursing Education.

Graduates who complete the master’s degree or post master’s certificate in the Family Nurse Practitioner concentration are eligible to apply for national certification through the [American Nurses Credentialing Center](#) or the [American Academy of Nurse Practitioners](#). Those who complete the master’s degree or post master’s certificate in the Nursing Education concentration are eligible to apply for a nurse educator certification through the [National League for Nursing](#). Depending upon experience, graduates who complete the master’s degree with a concentration in Nursing Administration are eligible for certification through the American Nurses Credentialing Center.

Also available is the Doctor of Nursing Practice Program (DNP), which represents the highest level of nursing preparation and prepares future leaders for nursing practice. The DNP program builds upon, and expands the competencies of, the master’s prepared FNP. The

DNP Program emphasizes innovative and evidence-based nursing practice and research findings to increase the effectiveness of both direct and indirect nursing. Scholarly projects focused on rural or underserved populations are of special interest and encouraged.

Realizing that as you progress through your advanced nursing program, you may find that the concentration you chose is not suiting your needs. You may request a change in concentration by completing and submitting the [Program Change Form](#) for review and consideration; however, if you choose to transfer into one of our more sought after concentrations your request will be considered along with other applicants in a highly competitive admission process.

Class Attendance and Participation

Class attendance in the form of weekly reading and assignments is required. If you cannot complete the weekly assignment, you must notify the instructor prior to the due date. E-mail messages are acceptable forms of notification.

You must demonstrate proficiency in using American Psychological Association (APA) format in all submitted works, unless instructed otherwise.

Assignments should be submitted by the due date. A score of 0 points will be assigned if the assignment is not submitted on time. In extenuating circumstances (personal illness/injury, family illness/injury/crisis), you may negotiate a new due date or contract for an "Incomplete" in the course.

Participation requires reading extensively on topics for each session, participating in discussion board items and completing exams, as scheduled. You must have access to a computer with internet capability and course required software and be able to use the internet to access course documents and to send and receive e-mail and e-mail attachments. You are required to utilize your ISU e-mail account when corresponding with faculty. The course number must be placed in the subject line of your e-mail and your 991 number must be included in the body of your e-mail.

Log on to the course website at least twice per week and check your e-mail at least three times per week. You must respond to your faculty email questions or concerns within 48 hours. If you do not maintain a dialog with faculty through email or discussion board you will not receive full credit for course participation. If you do not respond to direct questions from faculty within 48 hours you will be contacted by the Department Chair.

You must drop the course prior to the university mandated drop date if there is any reason to believe that the course requirements will not be fulfilled within the current semester. The university has a very lenient timeframe for course withdrawal but, after that date, you will not be allowed to withdraw from a course. Questions about course withdrawal are to be discussed with your academic advisor.

Regular class attendance and participation is expected and is closely monitored. Many courses provide the opportunity to participate with peers by way of the discussion board and web-based communication modalities.

Clinical Preceptorships

Prior to scheduling your clinical preceptorship(s), which will be in your own geographical location, you will receive detailed instructions from your advisor including details on requesting a Clinical Preceptor Packet. As part of the clinical experience, you will be required to complete a preceptor evaluation after each clinical experience is completed.

Contact Information

E-mail correspondence will be addressed to you via your ISU email account which you should check on a regular basis. Throughout your enrollment at ISU, it will be your responsibility to keep the APN Department informed of changes in your personal contact information.

Course Evaluation

Each semester, after completion of coursework, you will be required to complete a brief [Nursing Course Evaluation](#) which is designed to evaluate your perception of the effectiveness of your learning experience during that semester.

CPR Certification

You are required to have CPR certification upon entry into any concentration, and your certification must remain current throughout your program of study. A copy of any updated CPR certification must be emailed to APN Department at ISU-APN@mail.indstate.edu

Degree Audit Reporting System (DARS)

You should run a DARS report each semester for use during the advising and registration period for the next term. The DARS report will provide you with a current information about courses taken (along with credit hours and grades earned), and indicates remaining deficiencies in your declared program.

To run a DARS report:

1. Log on to the [MyISU Portal](#).
2. Click the "Student Tab."
3. Select "DARS Menu."
4. Select "Submit an Audit" and then follow the instructions.

Any inaccuracies should be reported to your academic advisors. DARS is a tool for you and your advisor to use to help track your progress toward program completion and is not a substitute for academic advising, nor does it certify you for graduation.

Disability Support Policy

ISU seeks to provide effective services and accommodations for qualified individuals with documented disabilities. If you require a special accommodation because of a documented

disability, you are required to register with the [Student Academic Services Center](#) at the beginning of your academic career.

Once registered, the Director and your course instructors will ensure that you receive available accommodations and support.

Emergency Services/Natural or Catastrophic Events

In the event that a catastrophic event occurs on a local, regional, or national level and disables communication to/from ISU, you should provide for your own and your family's safety and contact your instructors by phone, private e-mail, or through alternately provided numbers. Every effort on the faculty's part will be made to reasonably attempt to continue with the course and to meet the course objectives. If, for any reason, there is no internet or telephone communication available for an extended period of time, postal service will be used and, in this instance, you will be awarded incomplete grades until revised completion plans can be determined. The [Department of Public Safety](#) website provides valuable information about the emergency response plan and other documents concerning student and faculty safety.

Evaluation Method

The following scale is used for APN Department grade determination. Courses from other departments may use different scales for grades which will be reflected in the course syllabus.

98% - A+
93% - A
90% - A-
87% - B+
83% - B (minimum passing grade for APN courses)
80% - B-
78% - C+
75% - C
<75% -F

Fair Practice Work Policy

A Fair Practice Work Policy protects students from assuming the role of their credentialed supervisor, preceptor, professor, or clinical instructor. Students should be supervised in their field and clinical experiences and should not be serving as a workforce. Family Nurse Practitioner students should be supervised at all times and final decision making/patient care is the responsibility of the preceptor. All documentation regarding patient care must be reviewed and signed by the clinical preceptor.

Grade Appeal

You may appeal a grade granted by any instructor of any course, based on one of more of the following:

- An error in the calculation of the grade;
- The assignment of a grade to a particular student by application of more exacting or demanding standards than were applied to other students in the same section of the same course, in the same semester, with the same instructor;
- The assignment of a grade to a particular student on some basis other than performance in the course;
- The assignment of a grade by a substantial departure from the instructor's previously announced standards for that section of that course; and,
- The assignment of a grade by a substantial departure from the written departmentally approved standards for a course.

Informal Appeal - You must follow the informal appeals process for questioning grades prior to engaging the formal appeal. In so doing, you should, where possible, seek out the instructor for a one-on-one conversation. The instructor is encouraged to listen to the entirety of your case and then to consider whether the current grade is appropriate. Should no resolution occur, you are required to contact the Department Chairperson. The Chairperson is required to meet with you one-on-one, to seek a conversation with the instructor one-on-one, and then highly encouraged to meet with the two of you together. You must initiate your informal appeal within 30 working days of the posting of the grade. Should no resolution occur, you may choose to engage the formal appeal process.

Formal Appeal - A formal appeal is made in writing to the Dean of the college of the instructor, hereafter referred to as "the Dean." When filing an appeal, you must specify the basis of the appeal and do so within 30 working days of the conclusion of the informal appeal. You must indicate one of the following:

- The instructor is unable or unwilling to communicate with you on the appeal and the informal appeal could not proceed;
- No resolution resulted from the informal appeal process; and,
- The contents of the appeal should include as much of the relevant physical or electronic record as is possible for you to collect. If the second basis (differential standards) is asserted, you should provide a list of the names of other students and specific assignments so that a review of the relevant materials and appropriate comparisons can be made.

Verification of the Appropriateness of the Appeal - For appeals to grades submitted by instructors who have been terminated, resigned, or retired; it is the Dean's responsibility to manage the notification process. In doing so, the Dean shall make three separate attempts at contact within 30 days with the last one in writing by registered letter to the instructor's last known address. If, after ten working days of the Dean's receiving of the registered letter receipt, the instructor still refuses to discuss the grade appeal, the Dean shall convene the Grade Appeal Committee.

If an instructor has denied the grade appeal after having met with the Department Chairperson, the Dean must review the materials and discuss the matter with you. The Dean may choose to discuss the matter with the instructor, the Chairperson, or both. If the Dean

cannot create a resolution satisfactory to the instructor and you, the Dean shall convene the Grade Appeal Committee.

Graduation

Completion of Requirements - An application of graduation must be on file in the School of Graduate Studies in order to be eligible for a graduation in a specific term. All degree requirements are to be completed prior to the close of the semester/session in which your degree is to be awarded. If the degree is not awarded, you must reapply to the College of Graduate and Professional Studies to be placed in a future graduation term.

Completion of Course Work - All “incomplete” credits, which are necessary for completion of degree requirements, must be completed with satisfactory grades and on file in the Office of Registration and Records on or before the close of the semester/session.

Transfer of Credit - Transfer credits must be on file in the College of Graduate and Professional Studies on or before the close of the semester/session your degree is to be awarded.

Fees and Delinquencies - All obligations to the University, such as library delinquencies, residence hall fees, breakage fees, etc., must be met by the close of the semester/session in which your degree is to be awarded. Diplomas and transcripts will not be released until all obligations to the university have been met.

Application Deadlines - February 1 for students completing requirements in Spring or Summer and October 1 for students completing requirements in Fall

[APPLY FOR CERTIFICATE](#)

[APPLY FOR GRADUATION](#)

Grievance Procedures

If you have a grievance or believe that your rights are being impinged upon, the courses of action outlined in the [Student Grievance Procedures](#) must be followed. Since you are a distance student, meetings may be web-based or via teleconference. It is your responsibility to keep documentation of any meetings related to the grievance procedures.

HIPAA Policy

ISU nursing programs comply with all federal laws related to the confidentiality of student/patient/client medical information, including the Privacy Regulations issued pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). You are required to comply with such laws and the medical record confidentiality policies and procedures of any health care encounters you are assigned. Violation of HIPAA will result in your dismissal from the program.

Illness and Absence

Students participating in clinical experiences should monitor their health for signs of infection or communicable disease and in the event of illness to refrain from attending clinical and notify their preceptor of their expected absence. In the event of extended illness the student should contact their course faculty and their advisor. Additional information can be found at: ([Pandemic Influenza Information Central](#)).

Methods of Instruction

On-line Virtual Classroom - The methods of instruction may include assigned readings, various multi-media, class discussions, small group and individual projects, interactive activities, and video streaming. Clinical experiences involve engagement in specific population health communities and experiential learning.

Name Pins

You must [ORDER A NAME PIN](#) and wear it in the clinic setting or when meeting with preceptor(s), clinic manager or when in contact with patients.

National Criminal History Check

At the time of your application, you were required to submit a current national level criminal history check, which was part of the criteria used to determine your eligibility. Criminal background information will be maintained in your student file, is considered confidential, and no results will be released.

Personal/Professional Liability Insurance

The personal/professional liability insurance policy outlines the department's rules and expectations regarding the students' attainment of personal or professional liability insurance, if needed. Please note that the University likely covers and all liability connected to clinical, community engagement and service learning opportunities through coursework ([Office of Risk Management](#))

Personal Wireless Communication Device

Cell phone and personal wireless communication device (PWCD) usage includes, but is not limited to, texting messages, listening to voice mail messages, accessing the internet, downloading, accessing any type of personal information, and/or taking pictures during classroom or clinical learning experience time. While in the classroom setting or during a clinical learning experience, you are expected to use discretion when using cell phones and other PWCDs for personal matters. Please familiarize yourself with the entire [PWCD Policy](#).

Professional Dress Code

You are expected to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting and you must adhere to the dress code of the clinical facility.

Professional Licensure/National Certification

You must have an unencumbered nursing license for the state in which clinical courses will be completed. Any encumbrance must be immediately reported, in writing, to the Chairperson of the APN Department. FNP students seeking the DNP degree must have a current national FNP certification. All state licenses and/or certifications must be updated upon expiration and a copy of the current license/ license verification/certification must be emailed to the APN Department at ISU-APN@mail.indstate.edu

Progression/Retention/Dismissal

You must earn a “B”, or better, in concentration specific courses in order to progress in any advanced practice nursing concentration. The Department faculty has determined that the minimum course percent score for a “B” is 83%.

In order to progress, you must also receive no less than a “satisfactory” appraisal from the clinical course preceptors.

Progression also requires maintenance of a 3.0/4.0 GPA and no more than one nursing course failure. The second failure of a nursing course will result in dismissal from the APN Department.

If your grade point average drops below a 3.0 you will be placed on probation, suspended from graduate study, or dismissed from the College of Graduate and Professional Studies (hereinafter referred to as CGPS). The Dean of the CGPS, in accordance with the regulations of the academic department and the CGPS, will make the decision in such matters. If you are suspended from graduate study or dismissed from the CGPS, you may request a review of the case by the Graduate Student Appeals Committee of the Graduate Council. The Department of Advanced Practice Nursing abides by the Academic Integrity Policy and violations of the policy may result in dismissal from the program. Unprofessional conduct or behavior that violates the [American Nurses Association: Code of Ethics for Nurses](#)

Safe Practice Policy

Unsafe practice includes any behavior that may endanger a client, family member, staff, peer, or faculty in the physiological, psychological, spiritual, or cultural realm. Specific behaviors of endangerment may include acts of commission or omission in the clinical agency and/or behavior that causes the faculty to question your potential for safe practice. If your actions or omissions endanger a client, family, peer, or staff or faculty member, you will receive verbal and written documentation of the event and may be removed from the clinical setting. Based on the severity and nature of the unsafe practice, you may be assigned an unsatisfactory clinical performance for that clinical experience or the course.

Student Organizations and Scholarships

To find detailed information, please click on the following links:
[Lambda Sigma Chapter, Sigma Theta Tau, International](#)

[Student Nurses Association](#)
[Scholarships](#)

Sycamore Express for Graduate Students

[Sycamore Express](#) provides one-stop answers and assistance for currently enrolled ISU graduate students and can be a valuable resource to you.

Transfer of Credit

Transfer of credit will be considered for graduate work taken only at regionally accredited institutions or at institutions recognized by the Department of Education. Graduate credits earned from an international college or university will be evaluated by the International Affairs Office before being considered for transfer into an ISU degree program.

The research requirement must be taken at ISU. Graduate credits appropriate to the degree taken at ISU may be accepted for transfer at the recommendation of the department-level curriculum committee.

Transfer credits approved at enrollment remain current within the specified time-to-degree completion period (seven years for master's, eight years for education specialists, and nine years for doctoral degrees).

Hours of credit may be transferred, but grades earned in courses taken at other institutions do not transfer.

Only graduate courses in which a grade of B (or 3.0 on a 4.0 scale), or better, may be considered for transfer.

Graduate courses taken at another university on a credit/no credit, pass/fail, or satisfactory/unsatisfactory option are not accepted as transferable unless approved by the appropriate academic unit.

Master's Degree Transfer Information - Master's programs in the CGPS will accept for transfer a maximum of nine credit hours for programs that require less than 40 hours, 12 credit hours for programs that require 40-49 hours, and 15 credit hours for programs that require more than 49 hours.

For detailed information regarding transfer of credit, see the [Credit Approval Application](#).

Withdrawal/Time-off/Leave of Absence

We recognize that circumstances may arise which could require you to cease class attendance prior to the end of the semester. Listed are procedures and important information on withdrawal that must be followed to ensure your return to ISU (or transfer to another college) in good standing. If you leave without properly processing a withdrawal, the absences from class and from the campus will be justification for the grade of "F" to be assigned for the courses in which you are enrolled.

If you wish to drop all of the courses you are currently enrolled in, you must complete a withdrawal form. This will withdraw you from the semester but not from the University. If you withdraw, you may return to ISU without reapplying for admission if you are in good standing and enroll in courses within two calendar years. If you withdraw during your first semester, you will need to contact the CGPS to update your term of entry

Due to the sequential nature of the FNP curriculum, if you need to withdraw or stop out for any reason, you must communicate with the APN Department Chairperson or the FNP Program Director in order to determine when you may return to studies within the FNP Program. In the event of stopping courses and altering the plan of study with intent to return please note that you will be required to contact your advisor and may be required to complete and submit a Withdrawal Form. Some courses (for example, advanced pharmacology) are time sensitive and must be completed no more than 3-5 years before sitting for the certification exam. In order to request a withdrawal, you must complete a [Withdrawal Form](#) for consideration and approval.

The APN Department reserves the right to change, without notice, any statement in this Handbook concerning, but not limited to, rules, policies, tuition, fees, curricula, and courses. Such changes shall be effective whenever determined by the appropriate faculty and administrative bodies and shall govern both old and new students. Nothing in this Handbook constitutes a contract between a student and the APN Department, the College of Nursing, Health, and Human Services or ISU.

ISU does not discriminate on the basis of sex, race, age, national origin, sexual orientation, religion, disability, or veteran status. In line with its commitment to equal opportunity, the University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications meeting established criteria.

ISU is committed to affirmative action for employees and students through active recruitment, promotion, retention, and enrollment of minorities, women, persons with disabilities, and veterans.

The University subscribes to, and abides by, all federal and state legislation and regulations regarding discrimination.