Keiser University

Department of Academic Affairs	Post Master's-Doctor of Nurse Anesthesia Practice Student Handbook

First Edition

Official governing policies and procedures

Adopted: July 2018

Revised: August 2020

For questions or comments concerning this handbook, please contact the Department of Academic Affairs. The information contained in this handbook is program specific and supplements the information contained in the institutional catalog. The administration reserves the right to amend, supplement or rescind these policies at any time without prior notification.

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WELCOME

Dear Doctor of Nurse Anesthesia Practice Student,

Congratulations on enrolling in the Post Master's-Doctor of Nurse Anesthesia Practice program! The field of nurse anesthesia plays an important role in the care of patients and making their surgical experiences optimal. Nurse anesthesia has been around for 150 years, but its relevance in the healthcare market is growing every day.

Certified Registered Nurse Anesthetists (CRNAs)are responsible for delivering approximately 43 million anesthetics to patients per year. They serve as the primary anesthesia provider in rural areas and many times are the sole providers, which enables healthcare facilities to extend obstetrical, surgical, and trauma services in medically underserved areas.

Hopefully, your time at Keiser University will be a journey filled with personal growth, as you enhance the knowledge and clinical skills you have acquired as a CRNA and grow them to become that of a Doctor of Nurse Anesthesia Practice.

*Please read this handbook thoroughly. It is a critical resource for you as a student in the Post Master's-DNAP program. **The information in this handbook is your responsibility**. It contains program specific policies that you will need during your time in the Post Master's-DNAP program.*

We wish you a warm welcome to Keiser University and the Post Master's-Doctor of Nurse Anesthesia Practice program!

Sincerely,

Nurse Anesthesia Faculty

INTRODUCTION

Scope of the Student Handbook

The Post Master's-Doctor of Nurse Anesthesia Practice Student Handbook is designed to assist students in the understanding of important policies and procedures. The handbook contains statements of procedures and/or regulations, guidelines for professional behavior, and documents pertinent to all aspects of being a DNAP student. Therefore, the handbook is a required reference for students enrolled in the program.

The student handbook is intended to be used in conjunction with the Keiser University Graduate School Catalog. Copies of the Graduate School Catalog are available through the Keiser University website at www.keiseruniversity.edu/catalog. These official documents are revised periodically.

In order to insure a student's successful completion of his or her program, this handbook must be carefully read, understood, and followed by the student. All students are bound by the policies and program requirements of the Student Handbook and Graduate School Catalog for the year in which they are fully accepted into the program. Students should retain a copy of this handbook and the Graduate School Catalog.

KEISER UNIVERSITY

Mission Statement

Keiser University is a regionally accredited private career university that provides educational programs at the undergraduate and graduate levels for a diverse student body in traditional, nontraditional and online delivery formats. The main campus is located in Fort Lauderdale, with campuses located throughout the State of Florida and internationally. Through quality teaching, learning, and research, the university is committed to provide students with opportunities to develop the knowledge, understanding, and skills necessary for successful employment. Committed to a "students first" philosophy, Keiser University prepares graduates for careers in business, criminal justice, health care, technology, hospitality, education, and career-focused general studies.

Inherent in the Mission is service to the community. This service includes community partnerships, involvement with various constituencies and various continuing education programs.

Goals

The following strategic directions and goals are integral to the mission of the University:

Strategic Direction I: Promote academic excellence and achievement through quality educational programs.

    A. Continuously review, assess the effectiveness of, and consequentially enhance the educational and academic service programs of the University.
    B. Provide academic support services designed to enhance student learning and prepare graduates for successful occupational choices.
    C. Improve the competencies of students in the areas of mathematics, communication, and analytical skills.
    D. Cultivate analytical and critical thinking at all educational levels, especially in the area of applied research among graduate students.

Strategic Direction II: Attract and retain quality faculty and staff.

    A. Employ and further develop a diverse faculty that is well qualified; possesses current academic, technical, and specialized professional knowledge and skill-sets; reflects appropriate professional or educational experience; and evidences high quality teaching, student support, and appropriate research abilities.
    B. Encourage and further develop qualified support staff and faculty who evidence an interest in and proclivity for assisting students, addressing learning and developmental challenges, and responding to the needs of a broad spectrum of University students in a variety of programs at multiple educational levels.

Strategic Direction III: Develop and maintain high-demand educational programs that are distinctive, accessible, and responsive to community, disciplinary, and student aspirations and needs.

    A. Provide and enhance a variety of educational delivery systems that respond to current and future student, community, and professional occupational needs and expectations.
    B. Review all degree programs to ensure currency, relevancy, and cost-effectiveness with respect to content, delivery, and outcomes.

C. Systematically review campus service population, technological, and societal developments and propose new programs for implementation that respond thereto.

Strategic Direction IV: Support, cultivate, and expand faculty instruction, student learning, and academic program-appropriate research.

A. Provide the appropriate resources with which to support service and academic programs in the achievement and realization of student learning and programmatic outcomes.
B. Cultivate and enhance an educational atmosphere that fosters academic freedom, the open exchange of ideas, and programmatic academic inquiry.
C. Develop strategies that support the implementation of program- and degree-appropriate academic research.

Strategic Direction V: Expand the domestic and international development of Keiser University through the addition of new locations, collaborative agreements, and programmatic and community initiatives.

A. Continue to attract qualified students possessing diverse backgrounds at all levels and for all programs.
B. Pursue educational initiatives appropriate for a variety of global locations and cultural settings.
C. Pursue continued planned physical expansion of the University to implement the institutional mission and vision.

Strategic Direction VI: Continue the implementation of appropriate fiscal, budgetary, and managerial strategies to provide adequate resources with which to support Keiser University and its future development.

A. Continue to develop a Governing Board-approved annual budget that supports the annualized planned activities, programs and services of the University.
B. Provide and analyze the ongoing financial operations of the various units of the University to ensure that the budgetary operations of the institution are being implemented.
C. The Governing Board will continue to provide appropriate oversight of the financial and budgetary operations and conditions of the University.

Strategic Direction VII: Develop and implement a multifaceted institutional development/advancement program with which to further enhance the university's relationships with its alumni, selected supporting global constituencies, service communities, and the professions it serves.

A. Plan develop, and implement a Keiser University fundraising program for institutional support and advancement.
B. Plan, develop, and implement a Keiser University alumni development program with which to enhance its relationship with its former and current student constituencies.
C. Enhance the community outreach initiatives of the various extended Keiser University locations to support its community service, public relations, and institutional advancement campaigns.

Equal Opportunity Statement

Keiser University's policy of equal opportunity, consistent with Federal policy, is that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation,

sexual orientation, marital status or belief, be excluded from any training, be denied the benefit of training or be subjected to discrimination in any hiring practice or activity of the University.

To ensure continued success in achieving equal opportunity and non-discrimination in all of its programs and departments, Keiser University hereby reaffirms that it is the responsibility of all staff, administration and supervisory personnel to work actively to ensure equal opportunities within their respective departments, as well as to demonstrate a personal and professional commitment to equal opportunity for all persons. Management and supervisory personnel have a responsibility to provide leadership and support for equal opportunity programs.

NURSE ANESTHESIA PROGRAM

Program Description

This program builds upon prior knowledge obtained in the master's program in Nurse Anesthesia and focuses on clinical practice areas such as expanding knowledge in clinical practice and clinical leadership. The Post-Master's Doctor of Nurse Anesthesia Practice program at Keiser University is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) and consists of 36-credit hours, requiring an additional two years of coursework beyond the master's curriculum. Graduates of the Master of Science in Nurse Anesthesia program from Keiser University, or other COA accredited Master of Science in Nurse Anesthesia programs, may apply to advance their education in the Post-Master's Doctor of Nurse Anesthesia Practice program.

Program Mission

To prepare qualified Certified Registered Nurse Anesthetists as expert clinicians who utilize leadership, research, and information technology to promote the highest quality of anesthesia care.

Program Objectives

Upon completion of the program, students will be able to:
1. Demonstrate nurse anesthesia scholarship through presentations, publications, and leadership activities. (Scholarship)
2. Utilize oral and written communication skills at the doctoral level through supporting claims with evidence. (Communication)
3. Synthesize relevant, current scientific knowledge and evidence based research findings to enhance quality care and improve nurse anesthesia practice. (Research)
4. Apply leadership skills to meet the challenges of increasingly complex health care and educational environments impacting nurse anesthetists. (Leadership)

ADMISSION CRITERIA: POST MASTER'S DOCTOR OF NURSE ANESTHESIA PRACTICE (DNAP)

- A Certified Registered Nurse Anesthetist (CRNA) with completion of a:
  - Master's degree in Nursing (MSN) or (MS) from a Council on Accreditation of Nurse Anesthesia Educational Programs (COA) accredited program
- Certification by the Council on Certification of Nurse Anesthetists (or Recertification by the Council on Recertification of Nurse Anesthetists (if past initial certification period)
- Official transcript of a Master's degree showing a cumulative GPA of 3.0 on a 4.0 scale in the Master's degree
- A completed application to Wolford College
- Application fee to be submitted at time of application
- Three letters of recommendation from:
  - The applicant's current clinical supervisor
  - Professional (CRNA or MD Anesthesiologist) who has observed applicant clinically
  - Prior educational faculty
- Current Resume
- Personal Purpose Statement addressing the following areas (limit to 2 double spaced typed pages in 12 point Times Roman font in APA format):
  - Reasons for seeking this educational opportunity (DNAP degree)
  - Potential areas of study for capstone project – (this could be a practice improvement project, clinical management issue in an area of clinical significance and relevance).
  - Prior life/work experience that will be useful in attaining the DNAP
  - How the DNAP will assist the applicant in attaining career goals.
  - Description of the applicant's clinical practice which will include clinical practice setting, general description of the types and numbers of anesthesia cases per month.
- Current and unrestricted (clear/active) license as a registered nurse (or ARNP if applicable) in one of the states or one of the protectorates of the United States
- Driver's license copy- Current, valid unrestricted driver's license from one jurisdiction of the United States
- Applicants to the Doctor of Nurse Anesthesia Practice Program will not be required to retake the GRE; however, the GRE scores must be reported, if available
- Interview: by invitation via phone or in person; the interview will focus on the Personal Purpose Statement

ORIENTATION

New students participate in an orientation to the Post Master's-DNAP Program through the orientation course in Moodle. Orientation is designed to help students transition into the program and familiarize them with all the available resources at the college.

CURRICULUM

POST MASTER'S DOCTOR OF NURSE ANESTHESIA PRACTICE COURSE
PROGRESSION

2-year progression

Semester 1	
NUAN 9451 Integrated Physiology, Pathophysiology & Pharmacology for DNAP Practice I	5
NUAN 9131 Policy & Ethics in Nurse Anesthesia Practice	3
Total Credits	**8**
Semester 2	
NUAN 9452 Integrated Physiology, Pathophysiology & Pharmacology for DNAP Practice II	5
NUAN 9132 Advanced Professional Roles for DNAP Practice	3
Total Credits	**8**
Semester 3	
NUAN 9433 Critical Illness & Anesthesia Care Across the Lifespan	3
NUAN 9133 Economics of Anesthesia for DNAP Practice	3
Total Credits	**6**
Semester 4	
NUAN 9134 Health Care Informatics	3
NUAN 9135 Research Methodology for DNAP Practice	3
Total Credits	**6**
Semester 5	
NUAN 9434 Clinical Application of Advanced Anesthesia Concepts	3
NUAN 9136 Quality in Patient Outcomes	3
Total Credits	**6**
Semester 6	
NUAN 9429 Capstone Completion	2
Total Credits	**2**
Total Credits for Program	**36**

ASSESSMENT OF STUDENT PROGRESS

Faculty members regularly review students for the purposes of retention in the program. Students may be withdrawn from the program if their academic performance is substandard, if their personal or professional conduct in inappropriate, or if they are unable to demonstrate the essential functions of an effective counselor as defined by the professional societies and research literature.

Specific students may also be reviewed during monthly program faculty meetings when concerns are raised by program faculty and/or other constituents (e.g., internship site supervisors). Faculty members contribute input based on students' academic performance, personal and professional behaviors in the class, ability to get along with peers, openness to feedback and constructive criticism, as well as other aspects of their functioning as future counseling professionals.

ACADEMIC REQUIREMENTS

- Earn 36 graduate semester credit hours
- Earn a minimum grade point average (GPA) of 3.0 throughout the program.
- Have no more than one course with a grade of "C"
    - Students who earn one final course grade of "C" will be placed on Academic Financial Aid Warning
    - Students who earn two final course grade "C" will be dismissed from the program
- Complete the Capstone Project with approval from his/her Capstone Committee

(Refer to KU Graduate Catalog for Withdrawal Policy, Leave of Absence Policy and Course Repeat Policy)

NON-ACADEMIC REQUIREMENTS

- Complete all financial obligations to Keiser University
- Attend graduation rehearsal and ceremony (recommended)
- Complete an exit interview with the administrative faculty and Director of Financial Aid

PROCEDURES FOR REMEDIATION

The following guidelines describe procedures for remediation and/or dismissal from the program for non-academic reasons.

As a result of any evaluation of student progress, remediation may be required to assist the student in achieving established student learning objectives for both didactic and clinical courses. Remediation may include:

- Completion of reading assignments, utilization of course resources, participation in practice assignments, homework assignments, simulation experiences, projects and activities via the Blackboard learning platform, prescribed by the course instructor.
- Completion of standardized assessments and simulation experiences (if applicable), as assigned by the course instructor.

- Meeting with the course instructor for advisement regarding assessment results when indicated.
- Retaking the assessment, if required, at the conclusion of remediation as prescribed by the course instructor.
- Developing additional care plans relevant to "clinical" remediation.
- Developing a remediation plan, which clearly specifies the changes in performance that may be necessary along with expected timeframes for demonstrating improvement. All involved parties will sign the remediation plan and the student will be provided a copy of the plan. A copy of the signed plan will be placed in the student's academic file. Refusal to participate in remediation may result in program dismissal.

Any student dismissed from the Nurse Anesthesia Program should meet with their Program Director/Dean and refer to the Graduate Catalog regarding grievance procedures.

- Reasons for dismissal include, but are not limited to:
  - Failure to complete all items on the remediation plan.
  - Beginning or ending a case, or performing an invasive procedure (insertion of arterial line, central line, spinal, epidural, or regional block, etc.) without a clinical preceptor present.
  - Falsification or misrepresentation of any file or document, including clinical anesthesia records, meeting/conference, or continuing education records.
  - HIPPA Violation.
  - Refusing a drug test.
  - Positive drug test result.

- All situations involving any behavior that is in violation of the AANA Code of Ethics and/or the Keiser University Student Code of Conduct will be reported to the Associate Vice Chancellor of Academic Affairs and Graduate Education and Research.

APPEALS PROCESS

Students may appeal any of the above decisions through the appropriate channels beginning first with the program chair, who will then follow the procedures for mediating and adjudication the student complaints. Students should follow the policies and procedures for Student Grievances as stated in the Graduate School Catalog.

CAPSTONE PROJECT REQUIREMENTS

The Capstone Project is intended to be an intensive, active learning project, requiring significant effort in the planning and implementation, as well as preparation of a substantial final written work product. The Capstone Project will focus on assessment, synthesis and in-depth analysis of a clinical problem or topic pertinent to anesthesia care and/or patient outcomes to be presented as a scholarly work. The Capstone proposal can be designed as a research, quality assurance, or extensive project that will benefit the practice of anesthesia. In general, time does not permit for projects involving original research; if it is the students desire to conduct original research, a timeline must be agreed to between the student and the Capstone Committee Chair in the fourth semester.

Research Involving Human Participants

The Capstone project is not to involve animal subjects or a non-animal model.   The Capstone Project may involve human subjects but the student must present a clear timeline and plan in order to conduct the Capstone Project in according to the course progression plan. Such research must obtain approval from the University's Institutional Review Board (IRB) **and** the IRB of the facility in which the student will conduct the Capstone Project. **Students should allow extra time for review and approval by the IRB before data are collected.** Please note that although they may be similar in content, the IRB proposal and Capstone Project are two separate and distinct proposals. Some IRBs require a fee to review the proposal; if a fee is required, it is the responsibility of the student.

Students should review the Code of Ethics and/or Standards of Conduct developed by the professional organizations of their respective disciplines. All researchers are expected to be sensitive to and minimize the potential physical, social, and psychological risks to human participants. Voluntary participation and informed consent are essential.

Phases of the Capstone Project

The Capstone Project proposal will be conducted in two phases: 1) the proposal will be a significant assignment required for NUAN 9135 Research Methodology for DNAP Practice; 2) implementation/development: At the beginning of the fifth semester in NUAN 9434 Clinical Application of Advanced Anesthesia Concepts, the DNAP student should be prepared to implement the second phase of the study. The second phase entails refining the proposal, communicating with the Capstone Committee, arranging for IRB approval if needed, obtaining any necessary permissions for the completion of the Capstone Project. The final part of Phase II will be to complete the Capstone Project in NUAN 9429 Capstone Completion (i.e. carry out the Capstone Project).

Phase I: Students must submit a written proposal in the course, NUAN 9135 Research Methodology for DNAP Practice detailing:

1.   The specific area of study (including substantive area, additional materials to be consulted, etc).
2.   The faculty resources the students will seek and whether the students have already consulted with any members of the faculty about assisting with the project

3. Detailed description of the project and how it will be implemented (e. g., what is planned, what the work will involve, how the work will be structured, and the time frame for the different phases of the project).
4. The project must receive approval from the Capstone Chair. The student will then submit the signed form to the Program Director via email.

The student will have the following responsibilities:

- Obtain approval for their topic and Research Question from their Capstone Chair by submitting the signed form (Capstone Project -Topic and Research Question Approval Form) to the Program Director via email.
- Consult the Capstone Chair to determine possibilities for the second member for their Capstone Committee based on Capstone project content.
- Obtain a signed "Capstone Project Committee Membership Agreement Form" by the end of NUAN 9135 Research Methodology for DNAP Practice and submit to the Program Director via email.
- Provide quality work in a consistent, timely, and professional manner to Capstone Committee on Capstone Project. Work must follow rubrics that will be distributed.
- Communicate in a timely manner with Capstone Committee to facilitate completion of Capstone project according to Curriculum progression plan.

Capstone Committee

Student will be assigned a Capstone Project committee comprised of a Capstone Chair (a faculty member who is well versed in research methodology and who has an appropriate terminal degree) and one additional faculty member who has expertise in the selected capstone topic area. The course instructor(s) for NUAN 9135 Research Methodology for DNAP Practice will discuss assignment of a Capstone Chair early in the course. The Capstone Chair will be consulted as the student develops the Capstone proposal. When a satisfactory topic and research question has been formulated, the student will request that their Capstone Chair sign the "Capstone Project -Topic and Research Question Approval Form." The student will then submit the signed form to the Program Director via email. **NOTE: The student is responsible for obtaining signatures and returning signed form to the Program Director.**

Students can request in writing that a specific faculty serve as the second member of their Capstone Committee through their Capstone Chair. If the student does not request a second member, someone will be assigned for them.

The Capstone Committee advises and provides regular feedback and critique to students from each cohort during the final capstone course to ensure high quality capstone projects.

Capstone chairs are faculty who are doctorally prepared and employed by Keiser University. Responsibilities are as follows:

- Assist the student in refining or re-directing the proposal as it was written in NUAN 9135
- Provide research methodology expertise in the Capstone project
- Establish an acceptable timeline for capstone completion within the semester time limitations.
- Communicate effectively with the second member of the Capstone project.

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- Monitor the process of completing the project.
- Assure proper content and depth in the Capstone Project.
- Capstone advising will be provided via mail, telephone conferences, email and/or via the Moodle website (as well as in person if the student desires).

Capstone Committee Members: are Keiser University faculty or non-university subject matter experts who have been approved by the Program Director and Capstone Chair. Responsibilities are as follows:

- Provide content expertise that will compliment the student's Capstone Project subject area.
- Provide timely feedback to students on their written Capstone Project.
- Communicate in a timely manner with the student and Capstone Chair.

The Capstone Committee advises and provides regular feedback and critique to students during the final capstone course to ensure high quality capstone projects.

Phase II: Phase II begins during the fifth semester of the progression plan. The Capstone Committee will review the proposed project and offer suggestions for revisions and modifications of the proposal where necessary. The student and their Capstone Committee Chair will meet (on-line) during Phase II, to establish a time line for completing their capstone, along with deadlines in NUAN 9134 Clinical Application of Advanced Anesthesia Concepts and NUAN 9429 Capstone Completion. The Capstone Committee will review the proposed project and offer suggestions for revisions and modifications of the proposal where necessary.

The final written work product may be in the form of a scholarly article of publishable quality, a seminar-type paper, the formal documents and supporting memorandum for a transactional project, or other approved format. In all cases, students will be required to defend their final work product before the Capstone Committee in an online format (e.g. PowerPoint presentation, conference call).

Continuous Feedback
A critical component of the project will be the substantial individualized feedback provided to the students. The feedback should be a learning tool in itself. The feedback process will begin with the interactive design phase of the project in NUAN 9135 Research Methodology for DNAP Practice, wherein students will receive significant input from their instructor on both the project design and the quality of the written proposal. Students will be required to give written updates as specified on the syllabus and course outline. Phase II begins during the fifth semester of the progression plan. At the beginning of Phase II, the student will be assigned a Capstone Committee Chair. The student and their Capstone Committee Chair will meet (on-line) during Phase II, to establish a time line for completing their capstone. The syllabus for NUAN 9434 Clinical application of Advanced Anesthesia Concepts will contain requirements for the student to complete for their Capstone Project. The student is required to contact their Capstone Committee in a timely manner so that the Chair can monitor progress.

Continuous Enrollment Policy for Capstone Project

Post Master's DNAP students must continuously enroll until the Capstone Project is complete. Continuous enrollment can be accomplished by enrolling in three (3) credit hours per semester until the Capstone Project is complete. Students may be granted up to two semester extensions due to extenuating circumstances to complete the Capstone Project. A fee will be assessed for continuous enrollment (equivalent to three credit hours at the current graduate tuition rate and fee). Students must submit a written request no later than one month prior to the end of the Capstone Completion course that includes:

- Reason for requesting the extension
- Documentation that supports request
- Length of time requested

Requests for an extension will be reviewed on an individual basis and must be approved by the Chair for the Capstone Committee and the Academic Dean/Program Director.

Defense of the Final Work Product

All students will be required to defend the approved capstone project. The project will be uploaded to the web site for review by faculty members. The review committee will provide a comprehensive critique of the project, noting accomplishments and areas for improvement. The Capstone Committee shall render a final decision for the final approval of the Capstone project.

Style Manuals

The APA manual is to be followed for citations and documentation of sources for Phase I of the Capstone. If the student intends to submit the Capstone for publication, the style may need to be changed to meet publication requirements. Students should familiarize themselves with the appropriate style manual prior to beginning their research.

- Frequently Recommended Style Manuals
- Chicago Manual of Style. University of Chicago Press
- Form and Style: Research Papers, Reports, Theses. By Carol Slade
- A Manual for Writers of Term Papers, Theses, and Dissertations. By K. Turabian
- MLA Style Manual and Guide to Scholarly Publishing. By Joseph Gibaldi
- Publication Manual of the American Psychological Association (APA Manual). American Psychological Association

Type Size and Style

A 12–point print size with Times New Roman font is required. With the exception of appendices and tables, the same font and print size must be used throughout the paper. Typing must be on one side of the paper only and double–spaced.

Margins and Page Number Placement:

All margins should be 1 inch.

Top margin: Page numbers should be placed in the upper right corner in the header, with text beginning a double space below the page number.

Pagination: All pages of the text must be numbered, including the references pages and the appendices. Page numbering with Arabic numbers (1, 2, 3, etc.) should begin with the first page of actual text and continue through the end of the project.

30-page limit including text, tables, references, etc. Abstract and title page not included

Symbols and Non–Standard Characters:

Non–standard characters will be allowed when using certain formulas or equations.

Tables and Figures:

Figures are generally drawn to fit on 8 1/2 by 11-inch paper. Larger figures may be included only if **absolutely** necessary with permission of the Chair of the Capstone Committee.

Title and Signature Pages:

All papers must include a title page and an endorsement (signature) page. The title page of the project shall contain the following information: complete statement of title, student's name, identifying legend:

"A Capstone submitted in partial fulfillment of the requirements for the degree of Doctor of Nurse Anesthesia Practice at Keiser University, Naples, Florida, and month and year of graduation."

Each copy of the final paper shall contain immediately after the title page an endorsement/ acceptance page bearing the date of approval and signatures of the members of the student's examining committee. For Phase I, this page includes only the signature of the professor teaching the course for which the paper was written. The names of the faculty members shall be printed below their signature lines.

Non–Textual Components:

Audiovisual and Computer Generated Components: All audio/visual or computer generated components of a capstone must be described thoroughly in written form and/or archival quality visual form (e.g. photograph, drawing, diagram, etc.). This documentation may be included as the body of the text, or in an appendix whichever is more appropriate. It is the responsibility of the student to consult with the Keiser University Information Technology Specialist regarding the most appropriate form of media and/or its alternative representation to be used.

Computer Programs: Include a complete written listing of the program, along with the text explaining the purpose, development, and use of the program.

Video/DVD: Include a script and detailed written description of the content of the video/DVD. Include archival stills or drawings or other images that clearly indicate the style, quality, and intent

of the video, and preserve key images of the program. Please consult with the technology staff for most recent information on required video for preservation and presentation qualities of each.

<u>Photographs/slides</u>: Photographs and slides should be archival quality placed on 8.5 inch by 11 inch paper, and bound directly into the capstone. Computer–generated images printed on archival quality paper may be used. If color photographs are used, also include black and white archival quality photographs or computer–generated images of the same subjects. Color slides may be used if original slides are inserted in pages of plastic pockets and bound into the alternate plan paper or thesis. Archival quality photographs or computer–generated images of some (or all) the color images should also be included along with a text explaining the work, describing each image and discussing techniques used in producing the images.

Once the Capstone Project is approved by the Capstone Completion professor and the Capstone Committee, the student is required to submit a final copy to Keiser University which will be placed in the reserve section of the Campus library as well as the PowerPoint presentation to the video library.

POLICIES AND PROCEDURES

ATTENDANCE

Attendance is required in all online courses each week. To be considered attending the course, you must login to the LMS and participate in a required activity that week. All absences, to be considered excused, must have prior approval from the Nurse Anesthesia program administration. Absences can affect Federal Financial Aid.

Students must have acceptable attendance for each academic semester. Acceptable attendance is defined as participating in each course every week of the semester.

The determination of an excused or unexcused absence is at the discretion of the Nurse Anesthesia program administration.   The student is required to submit documentation to the program administration to justify his/her absence from a course. Lack of evidence and/or insufficient evidence will result in a determination that an absence is unexcused.

Any student receiving Veteran Affairs (VA) benefits should review the Veteran Affairs (VA) policy for information about how VA benefits are affected by absences from class.

LATE STUDENT WORK

Post Master's-DNAP faculty members do not accept student work that is more than 48 hours late for any course in the DNAP programs except in extenuating circumstances as described below. Any work that is submitted by the student late but within the 48-hour window will earn a maximum score of 50%. It is expected that students in both the master's and doctoral level courses are able to keep up with the course work and submit all work on time.

It is expected that if a student has a preplanned absence for any course, the student must communicate with the course instructor and arrange to turn in any work due that class session ahead of time. If the student has a preplanned absence on the day of an exam, the student must schedule the exam no later than 1 week after the exam date. This must be prescheduled with the instructor before a class is missed.

Any exam that is missed without prior notification to the instructor will be ineligible to be made up and will be given a 0.

Keiser University administration understands that at times there are extenuating circumstances that may cause a student to miss a class or make them unable to submit an assignment on time. If a student has experienced an extenuating circumstance, then he/she must submit in writing to the Program Director the circumstances of the situation and any proof thereof within five school days of the students return to school, this is also considered as an appeal. The Program Director, course instructor, and Institutional Effectiveness/Academic Coordinator or designee will evaluate the situation and make a determination as to whether the student will be eligible to submit late work or make up the exam. The decision will be made within 5 business days of the submission of the written appeal by the student. If the student is not in agreement with the decision, he/she may appeal through the Keiser University student grade appeal process.

TIME LIMIT FOR COMPLETING PROGRAM

Students must fulfill all requirements for the Post Master's-Doctor of Nurse Anesthesia Practice program within 36 months of the start of the program.

TRANSFER OF CREDIT

The Post Master's-DNAP Program does not accept transfer credits.

UNDERSTANDING AND ACKNOWLEDGEMENT

I have received and read the Post Master's-Doctor of Nurse Anesthesia Practice Program Student Handbook. I understand the policies and procedures as stated in the handbook. I agree to fulfill the requirements as stated and to abide by the policies set forth therein.

I understand that it is my responsibility to meet the requirements stated in the handbook. I also understand that it is my responsibility to regularly check my Keiser email account and attend my Blackboard courses to keep abreast of any announcements and news about courses, the program, and the counseling profession.

I understand that the faculty will meet regularly to review student progress through the program. I further understanding that the faculty has the right and responsibility to monitor and provide feedback on my academic progress, professional ethical behavior, and personal and interpersonal qualities necessary to succeed and based on that monitoring, to render a judgment about my standing in the program. If remediation is required for my success in the program as determined by the faculty, I will willingly participate.

I understand that it is solely my responsibility to keep all my course documents for my own records.

Signature: _____   Date: _____

Print Name: _____

KEISER UNIVERSITY FACE COVERINGS POLICY

The Centers for Disease Control (CDC) recommends wearing cloth face coverings in public settings where social distancing measures are difficult to maintain. **As safety at our institution is our primary concern, everyone on campus is required to wear a face covering over the nose and mouth when indoors. This includes classrooms, public restrooms, open office and common spaces, hallways, meeting rooms, libraries, and other indoor spaces. Additionally, face coverings are required outdoors when six-foot physical distancing cannot be maintained.** Signage will be placed around the campus to remind students, faculty and staff that face coverings are required.

It is important to note that the use of a face covering does not prevent the wearer from getting sick or eliminate the need to continue the primary mitigation efforts, to stop the spread of COVID-19, but may prevent the spread of the virus from the wearer to others.

You may wear a homemade face covering if it is cleaned daily, or you may wear a purchased face covering. **<u>Face coverings may not have obscene or offensive writing or artwork on them.</u>**

According to CDC guidance, an effective face covering will meet the following criteria: fit snugly but comfortably against the side of the face, be secured with ties or ear loops, include multiple layers of fabric, allow for breathing without restriction, and be able to be laundered and machine-dried without damage or change to shape. Please review the World Health Organization (WHO) flyer for the correct way to wear a face covering. If you arrive to the campus and do not have a face covering, you may be sent home, or one may be provided to you.

Please note the following exceptions:

1. Individuals whose health or safety is put at risk by wearing a mask or cloth face-covering. If this applies to you, please contact the Campus President.

2. If you cannot wear a mask due to your religion under Title VII, or if you need a reasonable accommodation under the Americans with Disabilities Act (ADA) please contact the Campus President to obtain an accommodation.

3. Individuals alone in an office are permitted to remove their mask if they are seated at least six feet from the doorway. However, they must wear their mask or face covering at all other times.

4. Face coverings are not required in public spaces when eating or drinking, but individuals should seek to physically distance six feet and return the face covering, perform the necessary hand hygiene and replace the mask when they are done.

Individuals should also maintain other suggested health measures including maintaining six feet of physical distance even when wearing a mask, and frequently washing hands with soap and water for at least twenty seconds.

(8/24/20)