Department of Academic Affairs	Graduate Nursing Doctor of Nursing Practice Program (DNP) Student Handbook

Official governing policies and procedures

Adopted 07/12/2012

Revision Dates: 1/7/2022, 8/12/22, 9/20/2022

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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PREFACE

The Doctor of Nursing Practice (DNP) Student Handbook has been developed to assist students with common questions as they progress through the DNP program. The purpose of this student handbook is to assist you in understanding the policies, procedures, and general information specific to the DNP program within the School of Nursing at Keiser University. The information in this guide should supplement, not substitute, information published in the Keiser graduate catalog. Successful matriculation and graduation from this academic program of study require adherence to all policies, procedures, and regulations as stipulated by both the School of Nursing and the University. If you have any questions regarding requirements or policies, do not hesitate to refer them to your academic advisor, DNP Program Coordinator, or other appropriate persons. This handbook presents the policies, procedures, and general information in effect at the time of publication. Students affected by any changes to this handbook will be notified in writing.

The current handbook will also be available online at:

https://www.keiseruniversity.edu/doctor-nursing-practice/

This handbook is not intended to state contractual terms and does not constitute a contract between the student and the School of Nursing.

The Handbook in accordance with the Graduate Catalog in place at the time of matriculation is the document that governs each individual student's matriculation in the program.

***All communication with Keiser University must be sent from a student's Keiser University issued email address due to confidentiality, HIPAA, and FERPA restrictions. Please do not send emails from your personal email addresses. Please do not use texting as a method of communication.

Notice: Please make sure you are referencing the latest edition of this handbook as policies are subject to change

This manual is written by a committee of Graduate Nursing Program Coordinators and Faculty to distinguish processes and policies for the program, which vary from the Graduate Academic Policies and Procedures or as a supplement to the Graduate Academic Policies and Procedures. As additional policies are developed, updates to this document are supplied to Keiser University personnel.

All forms referred to in this manual are available for download and printing on the Keiser University Academic Portal.

HISTORY

Keiser University, established by the Keiser family in 1977, is a regionally accredited, private, career university offering masters, baccalaureate, and associate degrees. The founders, Dr. Arthur Keiser, and Mrs. Evelyn Keiser felt that South Florida needed a private career college providing realistic hands-on training in a caring, conscientious, and professional manner. The Keiser School opened its doors to medical and dental assisting students in 1978. In 1980, the Keiser School applied for and received accreditation from the Accrediting Bureau of Health Education Schools, as well as from the National Association of Trade and Technical Schools. In 1981, the Keiser School added a Medical Laboratory Technician program and a Nursing Assistant program.

In 1982, the Keiser School expanded its scope of career education to include Computer Information Systems/Management, Computer Programming, Computer Repair Technology and Paralegal Studies. To represent its mission more effectively, the Keiser School changed its name to Keiser Institute of Technology.

In 1984, Keiser Institute of Technology applied for and was granted accreditation through the Southern Association of Colleges and Schools Commission on Occupational Educational Institutions, 1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4500. The Institute subsequently developed general education/academic courses to give students a more rounded education. In 1986, Keiser Institute of Technology received approval from the Florida State Board of Independent Colleges and Universities to offer associate of science degrees. Once again, Keiser changed its name to reflect its offerings and became Keiser College more accurately.

In 1989, Keiser College received candidacy for accreditation with the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033- 4097, (404) 679-4500 to award the associate degree. Also, in 1989, the College established a second campus in Melbourne, Florida and added a Computer Aided Drafting and Design program to the curricula at both campuses.

In 1991, Keiser College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4500) to award associate degrees.

In 1992, the College expanded by establishing a third campus in Tallahassee, Florida.

In 1994, Keiser College was granted accreditation for its Medical Laboratory Technician program.

In 1995, Keiser College established new campuses in Daytona Beach and Sarasota, Florida. Keiser College was granted accreditation for its Radiologic Technology program.

In 1998, Keiser College was established and received accreditation for the Occupational Therapy Assistant program and, in 2000, the Physical Therapist Assistant program received its accreditation, expanding the College's commitment to the health care industry. The Diagnostic Medical Sonography specialty was incorporated and accredited.

In 2000, Keiser College opened a new campus in Lakeland, Florida. In 2001, another campus was opened in Kendall, Florida and in 2002, one in Orlando, Florida. In 2003, Keiser College opened a new campus in Jacksonville, Florida.

In 2002, Keiser College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4500 to award baccalaureate degrees.

In 2004, Keiser College opened new campuses in Port St. Lucie, West Palm Beach and Pembroke Pines, Florida, and, in 2005, a new campus in Tampa, Florida.

In 2006, Keiser College was accredited by the Commission on Colleges of the Southern

Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4500 to award master's degrees. Keiser changed its name to reflect its offerings and became Keiser University more accurately.

In 2009, Keiser University attained Level V approval from the Commission on Colleges of the Southern Association of Colleges and Schools to award doctoral degrees.

In 2010, Keiser University opened new locations in Ft. Myers, Florida, Port St. Lucie, Florida (College of Golf and Sport Management), and Shanghai, China.

In 2012, Keiser University attained Level VI recognition from the Commission on Colleges of the Southern Association of Colleges and Schools. Level VI is the highest classification awarded to institutions offering four or more doctorate degrees.

Also in 2012, Keiser University opened a Master of Science in Nursing program. It was accredited in that year by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001: (202) 887-6791, www.aacn.nche.edu. This was followed by Master of Science in Nursing, Family Nurse Practitioner track in 2014 and a Doctor of Nursing Practice program in 2016.

In 2013, Keiser University established another off-campus instructional site at the former location of the Latin American Campus of Ave Maria University in San Marcos, Nicaragua. The Latin American Campus was founded by the University of Mobile (Alabama), a Baptist University in 1993. In 2000, operations of the Latin American Campus were transferred from the University of Mobile to Ave Maria College (Michigan), a Catholic college and the predecessor of Ave Maria University of Florida. In 2004, the Latin American Campus began the process which led to its becoming part of Ave Maria University in Florida.

The University has grown rapidly over the past decades and has received numerous awards and recognition for its achievements in furthering career education in Florida.

The main campus is located in Fort Lauderdale with additional campuses located throughout the State of Florida and internationally. Keiser University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates and degrees at the associate, baccalaureate, masters, and doctoral levels.

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. Through quality teaching, learning, and research, the university is committed to providing 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.

KEISER UNIVERSITY STRATEGIC DIRECTIONS

I. Promote Academic Excellence by Providing Institutional Resources, Assistance, and Oversight

- To actively be involved with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and such programmatic accreditation agencies as are desired and appropriate.
- To assess the effectiveness of and consequentially enhance the educational and academic service programs of the university.
- To provide academic support services designed to enhance student learning and prepare graduates for successful occupational choices.
- To continue to improve the competencies of students at all levels in both foundational skills and analytical/critical thinking.

II. Attract and Retain Quality Faculty and Staff

- To employ and further develop a diverse faculty who embrace the university's philosophy and are well qualified in their subject matter and teaching methods.
- To encourage and further develop well-qualified staff personnel to respond to the needs of a broad spectrum of university students in programs at all levels.

III. Develop and Maintain High-Demand Educational Programs That Are Accessible and Responsive to the Needs of Campus Communities

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

IV. Develop and Support Initiatives Designed to Enhance Institutional Effectiveness

- To collect evidence of student learning and programmatic outcomes in the ongoing effort to enhance the quality of the academic program.
- To maintain and enhance the mechanisms that collect and publish evidence of academic and operational effectiveness for continuous improvement.
- To develop strategies that support the implementation of program and degree-appropriate academic research.

V. Expand the International and Domestic Reach of the University's Programs, Services, and Collaborative Agreements in Support of the University Mission

- To create opportunities to partner with community organizations where mutual benefit can be realized through collaborative agreements and/or articulation agreements.
- To pursue educational initiatives appropriate for a variety of domestic and global locations and cultural settings.
- To expand the physical facilities of the university to more effectively implement the institutional mission and vision.

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

- To ensure that the Board of Trustees continues to provide appropriate oversight of the financial and budgetary operations of the University.
- To analyze the ongoing financial operations of the university to ensure fiscal responsibility.
- To maintain well-qualified administrative officers with the background and experience necessary to oversee the institution.

VII. Enhance the University's Relationships with Its Alumni, Supporting Constituencies, Service Communities, and the Professions It Serves

- To continue to implement Keiser University fundraising programs for institutional support and advancement.
- To cultivate the Keiser University alumni development program.
- To enhance the community outreach initiatives of the various extended Keiser University locations to support their community service, public relations, and institutional advancement campaigns.

DIVERSITY, EQUITY, and INCLUSION POSITION

It is the philosophy of Keiser University that no person shall be denied admission to any program, be excluded from any training, be denied the benefits of training, or be subjected to discrimination in any hiring practice or activity of the University because of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status or religious belief.

DNP PROGRAM MISSION

The Keiser University Doctor of Nursing Practice program proposes to develop nursing leaders who strive to advance the profession of nursing by enhancing, alleviating, and ameliorating health and health care delivery services. This is accomplished through the achievement of the student's competencies, to enhance the necessary skill sets that promotes excellence in the profession of professional nursing practice.

The Doctor of Nursing Practice program graduate will possess advanced competencies for increasingly complex practice, faculty, and leadership roles in nursing. The curriculum focuses on integrating nursing science with knowledge from ethics, biophysical, psychosocial, analytical, and organizational sciences as the basis for the highest level of evidence-based nursing practice. The program is comprehensive and time-efficient, and fosters motivated, self-directed learners who can utilize the highest levels of education to improve nursing practice and patient outcomes. The Doctor of Nursing Practice program is designed to help advanced practice registered nurses (APRN) prepare for a variety of career opportunities, from direct care to educating tomorrow's nursing and healthcare professionals. The DNP program equips students with mastery in the areas of leadership, evidence- based practice, policy, scholarship, and interprofessional collaboration.

This doctoral nursing program investigates research utilization for improved delivery of care, patient outcomes, and clinical systems management. Students of this doctorate will explore topics and proficiencies recommended by the American Association of Colleges of Nursing

(AACN) guidelines for DNP education. Graduates will be well prepared for leadership roles providing patient care, developing healthcare policies, conducting research, and educating others on public health issues. This program identifies the professional nursing standards and guidelines it uses. CCNE requires, as appropriate, the following professional nursing standards and guidelines:

- The Essentials of Baccalaureate Education for Professional Nursing Practice (American Association of Colleges of Nursing (AACN), 2008); and
- The Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006).

AACN ESSENTIALS OF NURSING
The competencies expected of a DNP graduate from Keiser University are adopted directly from the eight essentials of doctoral education for advanced practice in nursing as specified by the American Association of Colleges of Nursing (2006, pp. 8- 17).

The Essentials are as follows:

I. Scientific Underpinnings for Practice
II. Organizational and Systems Leadership for Quality Improvement and Systems Thinking
III. Clinical Scholarship and Analytical Methods for Evidence-Based Practice
IV. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care
V. Health Care Policy for Advocacy in Health Care
VI. Inter-professional Collaboration for Improving Patient and Population Health Outcomes
VII. Clinical Prevention and Population Health for Improving the Nation's Health

DNP PROGRAM OBJECTIVES (PO)

The objectives of the program are to:

1. Incorporate theory and knowledge from nursing science with the biophysical, psychosocial, analytical and organizational sciences as the foundation for the highest level of nursing practice;

2. Integrate information technology and an evidence-based approach in clinical scholarship to critically evaluate, design, and implement health care services and educational programs for individuals, populations and systems;

3. Develop standards of nursing practice to deliver culturally competent, high quality health services to individuals, populations and systems;

4. Enact leadership, critical thinking and effective communications skills to design, evaluate, and improve the implementation of quality nursing services and educational programs;

5. Analyze the epidemiological, financial, sociopolitical and organizational forces in the health care environment at the systems level, within ethical, legal and humanistic frameworks;

6. Lead interdisciplinary collaboration to facilitate and improve desired health outcomes for individuals, populations, and systems; and

7. Create scholarly written communication that informs clinical practice and that leads to systems and organizational change that will improve health care delivery and health outcomes.

DNP STUDENT LEARNING OBJECTIVES (LO)

Program student learning objectives are: Upon completion of the program DNP students will be able to:

LO 1. Explain the educational foundations and competencies for evidence-based, culturally sensitive DNP practice to other health professionals, policy makers, and the public.

LO 2. Demonstrate advanced levels of clinical judgment, systems thinking, and accountability, utilizing appropriate healthcare technology programs to evaluate and monitor outcomes of care, care systems, and quality improvement initiatives.

LO 3. Generate and defend a scholarly product that demonstrates culturally competent, innovative, high quality health services.

LO 4. Develop and execute analyses of healthcare outcomes using data from health information systems to inform complex decision making that promotes safe, high quality, cost-effective care.

LO 5. Design, direct, and evaluate collaborative improvement efforts that result in ethical, cost-effective interventions that improve the quality and safety of patient care, utilizing negotiating, consensus-building, and partnering skills while considering patient, family, and community characteristics that affect health outcomes.

LO 6. Assess complex practice and organizational issues, leading interprofessional teams in the formulation of change initiatives that improve healthcare quality and access to care.

LO 7. Advocate for the nursing profession, social justice, equity, and ethical policies within the policy and healthcare communities.

LO 8. Devise interprofessional, patient-centric, culturally competent collaborations that produce cost-effective quality health care solutions for individuals, populations, and systems.

LO 9. Lead interprofessional teams in the use of information technology and research methods to collect, analyze, and evaluate appropriate and accurate data to generate evidence to improve individual, aggregate, and population health outcomes.

LO 10. Communicates clearly and logically through written communication for professional delivery.

LO 11. Incorporates APA professional writing skills and standards including concise organization, grammar, references, and citations.

LO 12. Shows evidence of higher-level thinking skills including application, analysis, making predictions, drawing inferences, cause, and effect relationships, comparing and contrasting, evaluation, and synthesis.

LO 13. Accesses quality educational opportunities which promote economic growth and enhanced quality of education to its stakeholders, through the lens of Watson's theory of human caring, with regard to self, others, and the profession, with the aim to achieve optimal patient outcomes.

PHILOSOPHY AND CONCEPTUAL MODEL

Keiser University nursing programs have adopted Dr. Jean Watson's theory of human caring science as the philosophy and conceptual model for our program with the overall goal of instilling and encouraging the continued development of professional caring practices for self, others, and the profession.

The SON Doctor of Nursing Practice (DNP) is a professional nursing practice doctorate. The DNP program provides a curriculum that leads to a DNP for students who enter the program as master's-prepared advanced practice registered nurses or advanced practice nurse administrators and executives. The DNP, an alternative to the traditional research-focused PhD in nursing, has an emphasis on practice and is considered the terminal degree for advanced nursing practice. The majority of the program is an online offering with both synchronous and asynchronous applications to interact with faculty and their research colleagues.

ADMISSIONS FOR THE DNP PROGRAM

Admissions

Admission decisions are made at the program level and based on a combination of a student's master's level academic performance, GRE score, letters of recommendation, personal declaration statement, and an interview with the DNP Program Coordinator. Interviews may be conducted via teleconference. All applicants are required to have a clear criminal background check. A clear drug screen where applicable will also be required.

Required documents for admission are as follows:

Admission Requirements

- Master's degree in nursing from a regionally or nationally accredited university
- Minimum nursing graduate level GPA of 3.0 or higher
- Active unrestricted registered nurse or advanced practice nursing license
- Nursing practice site for clinical practice experiences
- Required documents for admission are as follows:
    - Submission of a completed Graduate School Application
    - Submission of an unofficial transcript showing successful completion of a master's degree in nursing from a regionally or nationally accredited university with a minimum graduate GPA level of 3.0 or higher
    - Minimum GRE composite score of 295 (or 1350 for tests taken before August 1, 2011).

- Requirement for GRE score may be waived for students who meet any one of the following:
- Graduate degree from an accredited institution.
- Completion of the first semester of enrollment with a minimum grade average of 3.0.
- One-page personal statement describing intent to pursue the DNP and areas of potential interest for the DNP Project
- Submission of an unofficial transcript showing successful completion of a master's degree in nursing from an accredited university within the first semester of enrollment
- Three letters of recommendation from health care professionals including at least one from faculty in a previous nursing program
- Current formal resume with complete education and nursing employment histories • Completed clear criminal history background check at admissions
- Completed clear drug screen at admissions or before clinical practicum or immersion experience

DEGREE COMPLETION REQUIREMENTS FOR THE DNP PROGRAM

To receive a Doctor of Nursing degree, students must accomplish the following:

- Earn 36 graduate semester credit hours including Core courses (24 credits), DNP Project courses (4 credits, 60 clinical hours), Clinical Practice courses (8 credit hours, 480 clinical practice hours).
- Document an additional 460 clinical practice hours in 4 of their other core courses (115 hours per course). Courses in the DNP program are eight weeks in length and scheduled for one or two courses concurrently, as approved by the Department Chair. The DNP Project Practice courses require on-site hours at instructor-approved practice sites. **Total minimum hours for program completion: 1000 hours**
- Students enrolling in the DNP program beginning in January 2019 will be required to attend one 2-day doctoral residency. This is an excellent opportunity to meet with your faculty and attend educational sessions that will help you to complete your DNP project. Students will also interact with other students enrolled in doctoral programs at Keiser University.

PROGRAM OUTLINE

Program requirements are as follows:

Doctor of Nursing Practice Major Core Courses (36 credit hours)

DNP Core Courses (21.0 credit hours)

NUR700* Intro to Doctor of Nursing Practice & DNP Project	3.0 credit hours
NUR701 Advocacy, Leadership, & Ethics in Advanced Practice	3.0 credit hours
NUR702 Scientific Underpinnings of Evidence-based Practice	3.0 credit hours
RSM703** Epidemiology and Biostatistics in Health Care	3.0 credit hours

NUR704** Organizational Management, Quality, & Safety	3.0 credit hours
NUR705** Information Management in Evidence-based Practice	3.0 credit hours
NUR706** Economics & Business Planning for Advanced Practice hours	3.0 credit

Elective – choice of one:

NUR711 Adult Teaching and Learning	3.0 credit hours
NUR712 Acute and Emergent Health Problems	3.0 credit hours
NUR713 Health Care Administration	3.0 credit hours

*NUR700 is a prerequisite course
** In addition to the contact hours listed here, students also complete 115 clinical practice hours in NUR703, NUR704, NUR705, and NUR706 each (460 total)

DNP Project Courses (4.0 credit hours, 60 clinical hours)

NUR801 DNP Project I: Topic & Literature Review	1.0 credit hour
NUR802 DNP Project II: Methodology & IRB Submission	1.0 credit hour
NUR803 DNP Project III: Implementation (60 clinical practice	1.0 credit hour
NUR804 DNP Project IV: Evaluation Outcomes/Dissemination	1.0 credit hour

Clinical Practice Courses (8.0 credit hours, 480 clinical hours)

NUR801A Clinical Practice I (120 clinical hours)	2.0 credit hours
NUR802A Clinical Practice II (120 clinical hours)	2.0 credit hours
NUR803A Clinical Practice III (120 clinical hours)	2.0 credit hours
NUR804A Clinical Practice IV (120 clinical hours)	2.0 credit hours

COURSE DESCRIPTIONS
*NUR 700 (3 credits)

Introduction to Doctor of Nursing Practice & DNP Project
This course introduces students to the Doctor of Nursing Practice (DNP) program and prepares them for transition to the highest level of nursing practice. Students will examine and evaluate the various roles of the DNP-prepared nurse including independent clinical practice, administration, and systems/organizational leadership. They will analyze the concepts and competencies that provide the essential framework for DNP education and practice. During this course, students will begin preparation for their evidence-based DNP Project.

NUR 701 (3 credits)

Advocacy, Leadership, & Ethics in Advanced Practice

This course prepares students to promote change using advanced knowledge of the political process as it applies to community, governmental, and organizational systems. Students will learn to enact leadership, critical thinking, and advanced communication skills to improve health outcomes as they advocate for social justice, equity, and ethical policies within all healthcare arenas. The principles of ethics and effective strategies for managing ethical dilemmas inherent in inpatient care, health care organizations, and research will be examined.

NUR 702 (3 credits)

Scientific Underpinnings of Evidence-based Practice

This course prepares students to integrate nursing science with knowledge from ethics and the biophysical, psychosocial, analytical, and organizational sciences as the basis for the highest level of nursing practice. Students will use evidence-based theories and concepts from nursing and other disciplines to study health care delivery phenomena and their outcomes. Analytic methods to critically appraise existing literature and other evidence to determine and implement the best evidence for high quality practice will be examined.

RSM 703 (3 credits)

Epidemiology and Biostatistics in Health Care (115 clinical practice hours)

This course prepares students to evaluate disease states, outcomes, and prevention methods using epidemiologic principles. Students will learn concepts and utilization of descriptive and inferential statistics for evidence-based practice to evaluate outcomes of interprofessional practice, practice patterns, and systems of care. This will enable them to utilize information systems to appraise quality improvement methodologies and interpret research to promote safe, timely, effective, efficient, equitable, and patient-centered care.

NUR 704 (3 credits)

Organizational Management, Quality, & Safety (115 clinical practice hours)

This course introduces students to the concepts of practice and organizational management. Students will explore diverse health care organizational cultures and analyze the impact of practice policies on population health outcomes. They will be prepared to lead in the development and implementation of effective practice-level and/or system-wide initiatives that will improve the quality and safety of health care delivery for the populations they serve.

NUR 705 (3 credits)

Information Management in Evidence-based Practice (115 clinical practice hours)

This course prepares students to provide leadership in the selection, use, and evaluation of patient, consumer, and organizational information technology systems as they relate to programs of care, outcomes of care, and care systems. Students will demonstrate the conceptual ability and technical skills to develop and execute an evaluation plan

involving data extraction from practice information systems and other large databases. They will be prepared to lead in the evaluation and resolution of ethical and legal issues within healthcare systems relating to the use of information technology, communication networks, and patient care technology.

NUR 706 (3 credits)
Economics & Business Planning for Advanced Practice (115 clinical practice hours)
This course focuses on the principles of health care economics and finance and their effects on global, national, state, and local health care systems and organizations. Students will learn to employ business, finance, economic, and organizational science to lead practice management efforts, and develop business plans for independent and/or organizational practice. They will be able to evaluate the cost-effectiveness of care and design realistic budget(s) for practice-level or system-wide initiatives.

NUR 711 (3 credits)
Adult Teaching and Learning
This course provides the foundation for the education of adult students, who have unique learning and intelligence styles. State of the art teaching techniques and educational tools that encourage active learning will be examined. Students will learn to design lesson plans, create objective measures of student achievement, and provide affirmative environments for learning.

NUR 712 (3.0 credits)
Acute & Emergent Health Problems
This course prepares students with advanced knowledge of acute physical conditions, including newly emerging disorders that have the potential to affect patients in the U.S. Topics will include surveillance, evaluation, and treatment of vector, water, and food borne infections, vaccine-preventable conditions, and microbial illnesses.

NUR 713 (3.0 credits)
Health Care Administration
This course prepares students in advanced areas of finance, technology, marketing, human resources, and project management relevant to administrators working in health care entities. Students will gain an understanding of required health care administration competencies including leadership, communication/relationship management, professionalism, business knowledge and skills, and knowledge of the health care environment.

DNP Project Courses (8.0 credit hours, 520 clinical practice hours)

NUR 801 (1 credits)
DNP Project I: Topic & Literature Review
Students will choose the topic and format of their DNP Project. Each student will work with faculty to form a DNP Project team. The DNP project may take many forms depending on each student's specialized area of practice and interest, in addition to community and organizational needs in the student's geographical area. The student will

conduct a critical review of literature relevant to the proposed project and begin writing the DNP Project Paper.

NUR 802 (1 credits)
DNP Project II: Methodology & IRB Submission
This course focuses on developing an appropriate methodology for the DNP Project. A proposal delineating the project problem/issue, conceptual framework, and methodology will be presented to the DNP Proposal Review Committee to ensure that the proposed project meets expected requirements, scope, and focus. Students will continue writing the DNP Project Paper.

NUR 803 (1 credits)
DNP Project III: Implementation (60 clinical practice hours)
During this course students will work with practice mentors to implement their planned DNP projects and collect and analyze relevant data within 60 clinical hours (7.5 hours per week). Students will continue writing the DNP Project Paper.

NUR 804 (1 credits)
DNP Project IV: Evaluation of Outcomes & Dissemination
This final DNP Project course will include both evidence-based evaluation of DNP Project results and dissemination of the Project. Dissemination may take many forms, including webinar/video presentation, poster or podium presentation, executive summary to stakeholders, publication in print or online media, or grand rounds. Students will complete the DNP Project Paper during this course.

Clinical Practice Courses (8.0 credit hours, 480 clinical practice hours)

NUR 801A (2 credit)

DNP Clinical Practice I (120 clinical practice hours)
This course will provide students with the opportunity to apply, integrate, and synthesize the DNP Essentials necessary to demonstrate the leadership, communication, and team practice capabilities that are critical to advanced nursing practice, within 120 clinical hours (15 hours per week). Meaningful student engagement will occur, allowing the student to build and assimilate knowledge for advanced nursing practice at a high level of complexity During this course students will work with a preceptor in an organizational setting who will provide in-depth mentorship.

NUR 802A (2 credit)
Clinical Practice II (120 clinical practice hours)
This course will provide students with the opportunity to apply, integrate, and synthesize the DNP Essentials necessary to demonstrate the leadership, communication, and team practice capabilities that are critical to advanced nursing practice, within 120 clinical hours (15 hours per week). Meaningful student engagement will occur, allowing the student to build and assimilate knowledge for advanced nursing practice at a high level

of complexity During this course students will work with a preceptor in a community setting who will provide in-depth mentorship.

NUR803A (2 credit)
Clinical Practice III (120 clinical practice hours)
This course will provide students with the opportunity to apply, integrate, and synthesize the DNP Essentials necessary to demonstrate the leadership, communication, and team practice capabilities that are critical to advanced nursing practice, within 120 clinical hours (15 hours per week). During this course, students will work with practice mentors to implement their planned DNP projects and collect and analyze relevant data within 60 clinical hours (7.5 hours per week). Students will continue writing the DNP project paper. Meaningful student engagement will occur, allowing the student to build and assimilate knowledge for advanced nursing practice at a high level of complexity.

NUR804A (2 credit)
Clinical Practice IV (120 clinical practice hours)
This course will provide students with the opportunity to apply, integrate, and synthesize the DNP Essentials necessary to demonstrate the leadership, communication, and team practice capabilities that are critical to advanced nursing practice, within 120 clinical hours (15 hours per week). Meaningful student engagement will occur, allowing the student to build and assimilate knowledge for advanced nursing practice at a high level of complexity During this course students will work with a preceptor in a team project setting who will provide in-depth mentorship.

Elective Courses (choice of one 3.0 credit hour course)

NUR711 (3.0 credits)
Adult Teaching and Learning
This course provides the foundation for education of adult students, who have unique learning and intelligence styles. State of the art teaching techniques and educational tools that encourage active learning will be examined. Students will learn to design lesson plans, create objective measures of student achievement, and provide affirmative environments for learning. *It is recommended that graduates of practice-focused nursing programs who aspire to hold a faculty position have additional preparation in the educator role, such a post-master's nurse educator certificate program.

NUR712 (3.0 credits)
Acute and Emergent Health Problems
This course prepares students with advanced knowledge of acute physical conditions, including newly emerging disorders that have the potential to affect patients in the U.S. Topics will include surveillance, evaluation, and treatment of vector, water, and food borne infections, vaccine preventable conditions, and microbial illnesses.

NUR713 (3.0 credits)
Health Care Administration
This course prepares students in advanced areas of finance, technology, marketing, human resources, and project management relevant to administrators working in health care entities. Students will gain an understanding of required health care administration competencies including leadership, communication/relationship management, professionalism, business knowledge and skills, and knowledge of the health care environment.

NURSING PROGRAM ACCREDITATION

Keiser University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates and degrees at the associate, baccalaureate, masters, and doctoral levels. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Keiser University.

Keiser University's Doctor of Nursing Practice Program is accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001, 202-877-6791.

GRADING POLICY
Students are awarded letter grades for work undertaken at Keiser University. Academic work is evaluated, and grades are assigned at the end of each term to indicate a student's level of performance. Criteria upon which a student's performance is evaluated is provided via a course syllabus, distributed at the beginning of each course. Grades are based on the quality of a student's work as shown by recitation, written tests, class projects, presentations, research papers and homework/outside assignments. The meaning of the grade notations is as follows and is based on a 4.0 scale:

Letter Grade	Interpretation	Numerical Value	Numeric Grade
A	Excellent	4.0	90-100%
B	Good	3.0	80-89%
C	Average	2.0	70-79%
F	Failing	0.0	Up to 69%
AU	Audit	Not Computed	
I	Incomplete	Not Computed	
W	Withdrawal*	Not Computed (prior to 50% completion)	
WNA	Withdrawal/No Attendance	Not Computed	
T	Transfer Credit	Not Computed	

*Students will also be assigned a grade of "F" for withdrawing after attending 50% of a course

Grades are posted online at the end of each term. Students receiving an "incomplete" grade in any subject must meet with their instructor to discuss satisfactory arrangements to fulfill course requirements. Course assignments for a course receiving an incomplete grade must be completed within four (4) weeks of the beginning of the next term. Exceptions to this policy must be approved by the Dean of the Graduate School. Failure to complete the work within this four-week period will, without administrative approval, result in a failing grade.

INTERNATIONAL STUDENTS

Keiser University is proud of the international character of its student body and welcomes students from other nations. All international students must be fluent in English before they enroll. Applicants are asked to furnish proof that they can read, write, and speak English fluently (to who and what tool is used?). The University accepts only F-1 visas based upon a student's program of study. International student applicants must meet the following requirements for admission to Keiser University:

1. Successful completion of a baccalaureate degree program that is equivalent to a baccalaureate degree in the United States. (Official records must be evaluated by an approved educational evaluator service attesting that completion is equivalent to a baccalaureate degree completed in the United States.)
2. Certification of financial ability to meet tuition and other necessary expenses or ability to qualify for financial aid as an eligible non-citizen.

Applications for international students can be obtained through the Admissions Office. Applications should be submitted at least two months prior to the start of a program.

ADMINITRATIVE POLICIES AND PROCEDURES
For information on Graduate School Policy and Procedures, including, but not limited to, student code of conduct, professional behavior, grievance policy, and Drug policy, please refer to the KU Graduate School Catalog (pg. 94).

ACADEMIC POLICIES
For information on Graduate School Academic policies, including, but not limited to, academic advising, credit hours, transfer credits, honor code, schedule changes, leave of absence policy withdraw and re-admittance policy, please refer to the KU Graduate School Catalog (pg. 95).

AMERICAN WITH DISABILITIES ACT (ADA)

Keiser University complies with the Rehabilitation Act of 1973 (Section 504) requiring that no qualified handicapped person will be excluded by reason of the handicap from enrolling in a course of instruction. Students wishing to avail themselves of special adjustments/accommodations under the Americans with Disabilities Act (ADA) must disclose special needs at the time of enrollment. Accordingly, every effort is made to make reasonable adjustments/accommodations. Certain programs may require manual dexterity. Please consult campus Admissions Offices for further information. For physically challenged students, Keiser University campuses are either located on ground level or have appropriate elevator service with ramps and designated parking to facilitate easy entry. Restrooms are equipped with wide doorways and bars to ensure wheelchair accessibility.

A student who feels he or she not been treated fairly under Keiser University's stated federal policies has the right to file a written complaint. A complaint should be submitted to the president of the campus. These procedures apply only to complaints received in writing. A complaint is submitted in person, by U.S. mail, or by fax. Complaints may not be submitted by email. Complaints should be dated. Within 15 business days after acknowledging receipt of the handicapped policy complaint, the president of the campus will inform the complainant regarding the institutional response to the written complaint. Students have the right to file a grievance with Keiser University if the student believes the University has not followed its policies.

The following individual is Keiser University's Section 504 Coordinator: Dr. Christopher Stabile, Associate Vice Chancellor of Teaching and Learning Keiser University Office of the Chancellor 1900 W. Commercial Boulevard, Suite 180 Ft. Lauderdale, Florida 33309 Tel: (954) 776-4476 cstabile@keiseruniversity.edu

CAMPUS RESOURCES

Who to Turn to When You Need Assistance?

Dean of the Graduate School
The Dean's Office consists of: Dean of the Graduate School. Graduate Academic Advisors, Faculty, and Academic Program Coordinators work remotely.

Mission of the Dean's Office
The Dean's office assists with academic advising, scheduling, transfer credit, transcript evaluation, transcripts, and other academic related issues.

Academic Advising
Academic Advising is conducted by the team of Graduate Academic Advisors and Department Chairs and Academic Program Coordinators for the various degree, concentration, or specialization areas. Advisors can be contacted by calling (954) 318-1620 or by e-mailing the advisors directly.

Department of Financial Services
The Department of Financial Services consists of two offices: Financial Aid Office & Bursar's Office.

Mission of Financial Services
The Department of Financial Services assists students in acquiring the necessary funding to cover their cost of education. The Bursar's office maintains student ledger cards, posts all charges, and accepts/processes all student cash/credit card payments.

UNIVERSITY BOOKSTORE
For textbooks and Keiser University logo items, please visit through the eCampus bookstore. Go to https://www.bkstr.com/keiserstore to find the eCampus bookstore and textbook list. Contact number: 954 318 1620 Ext. 120

Students with financial aid may be able to purchase books from the bookstore using their financial aid package. Students should consult with their FA office about textbooks. Please do not contact the publisher about purchasing textbooks. The University's Bookstore is online for professional use. Books can be ordered via bookstore website or in person at the online bookstore in Ft. Lauderdale. If a student plans to visit a campus to obtain his/her textbooks, he/she should call prior to a visit to confirm that online classroom books are available. Once ordered, books are delivered via UPS in five to seven business days. Online orders should be placed no more than three weeks prior to class start to ensure proper materials for online classroom activities and correct book editions are purchased.

ORIENTATION
Orientation is conducted online. The orientation program, held prior to the first day of each term, is designed to facilitate the students' transition to the University and to help familiarize new students with the organization and operation of the University. During orientation, students review the mission, traditions, rules, and regulations of the University. Additionally, study techniques, academic standards, and counseling resources are discussed. All new and transfer students are required to attend orientation.

PROCEDURES FOR STUDENT SUPPORT AND ADVISMENT

SOCIAL SERVICES AND REFERRALS
Keiser University has many resources available that provide student support and advisement related to social services and referrals. Please be advised of the following resources available for students:

- *The Office of Internal Communications and Student Support* is a safe place where students can go for neutral confidential assistance in resolving conflicts, concerns, disputes, or complaints on an informal basis. The Office facilitates communication when conflict arises and provides an opportunity for informal dispute resolution. The Office of Internal Communication and Student Support operate independently of the usual administrative

authorities. The Office of Internal Communications and Students Support (a) listens and discusses concerns, complaints, and grievances, (b) identifies and evaluates options for an informal resolution, (c) serves as a neutral facilitator between people, (d) maintains confidentiality, (e) explains University policies and procedures, (f) advises individuals about steps to resolve problems informally, and (g) advises students about formal and administrative options. The Student Services Department staff may facilitate a relationship between the student and the Office of Internal Communication and Support Services by referring the student to the Office at 1-866-549-9550 (toll free). Reverend Louise Morley is the Ombudsman, Office of Internal Communication and Student Support (Community Relations and Student Advancement Department, p.1-4).

- *Housing Concerns* - The Student Services Department assists students with housing questions and concerns by providing a list of apartments and private rooms in close proximity to each campus.

- *Transportation* – The Student Services Department maintains a listing of bus routes, bus Web sites, and other transportation options including metro-rail and metro-mover (options are particular to individual campus' location). Some of these Web sites are http://www.miamidade.gov/transit/transit_resources.asp , http://www.broward.org/bct/, http://www.co.palm-beach.fl.us/palmtran/ , http://www.jtaonthemove.com/, http://www.511tampabay.com/transit1_all.html, http://www.metroplanorlando.com/site/modes/bus.asp, http://www.golynx.com/?id=1156151, http://www.scgov.net/SCAT/, http://www.ridecitrus.com/content/, http://www.talgov.com/starmetro/index.cfm

- *Health Insurance* – Student health insurance is available through independent providers. Students in allied h who are required to complete externships for academic coursework need health insurance prior to participating in this part of the curriculum. A list of insurance providers is available in the Student Services Department (Keiser University Catalog, p.82).

- *Onboarding Graduate School Orientation Course* is designed to student academic success in the online environment before students engage in the rigors of graduate study. The orientation course is user friendly and interactive and covers expectations, time management, academic resources, course interface and navigation, course tools, students' resource room, where to locate help, and tips for academic writing.

- *Social Partnership/Networks* - The Keiser University Catalogue contains directions on how students become involved in student clubs and organizations so that the students' social support networks and relationships can be enhanced including involvement in the Student Government Association (Keiser University Catalog, p.80-81).

- *Career Services* - The Student Services Department of Keiser University is available to provide career assistance in a sincere, friendly and confidential environment. Students may make appointments with the Student Services Department for an array of career services. Students can gain information about resume development and resume distribution. All students and alumni have the opportunity to register and participate in (a) the online career

center located at www.collegecentral.com/keiser (Keiser University Catalogue) where they may see a database of job listings per program. Students may participate in resume and professional development workshops as well as gain access to the various resources within the Keiser University Library (multiple listings of links related to career resources and databases). In addition, the Student Services Departments utilize employers and advisory board members to conduct on-campus interviews, participate in career/job fairs, and to offer mock interviews.

- *Graduation Counseling* – The Student Services Department communicates with students to help them make application, request participation and complete all required institutional and exit interviews related to Graduation (Keiser University Catalog p 82).

- *Alumni Association Support* – A listing of alumni are available, and activities that foster Mentor relationships occur on a per-campus basis. Keiser University believes that the return of alumni for special events encourages a cohesive student body and promotes community involvement (Keiser University Catalog, p.81).

STUDENT SERVICES

Purpose
The purpose of the Department of Student Services is to assist students in reaching their educational goals while promoting the development of a well-rounded professional. To achieve this, the department offers a wide range of services including job placement assistance, career development, student activities, student organizations and community outreach that maximizes opportunities for student learning and success.

Vision
The Department of Student Services is dedicated to helping students develop the career skills necessary to achieve success in a job search process as well as once graduates are employed. They (rephrase) engage the population in student development through workshops and student activities that not only impact our campus but our community. They are focused on reducing student attrition and increasing student graduation rates. They are building relationships continually with employers and community leaders to enhance our graduates' opportunities for success. They are always listening to our student body to enhance and adapt our resources to meet the student and graduate needs.

Orientation
The orientation program, held prior to the first day of each term, is designed to facilitate your transition to University and to familiarize new students with the organization and operations of the University. During the orientation, students are versed on the mission and traditions of the University, rules and regulations, study techniques, academic standards, and counseling. Accordingly, all new students are required to attend the orientation.

Career Development

The Department of Student Services offers assistance to all Keiser University students preparing to enter the job market. Student Services provides information on local, in-state, and out-of-state companies, résumé writing, interviewing techniques, career research, job leads/openings, applicant screening, and referrals for local businesses and industries. Career development resources are updated regularly. All graduate services are conducted on an equal opportunity/equal access basis.

Career development and life-skills workshops promote student success and learning and are offered on an ongoing basis. Topics such as effective résumé writing and interview skills prepare students to meet job market needs.

Career fairs and on-campus recruiter visits provide access and networking opportunities with potential employers. By providing these services, the University is preparing a work force that is both knowledgeable of and prepared to meet the changing needs of a challenging job market.

Access to Placement Records

The Department of Student Services follows regulations set forth in the Family Educational Rights and Privacy Act of 1974. (The Family Educational Rights and Privacy Act of 1974 outlines requirements designated to protect the privacy of parents and students. Specifically, the statute governs access to records maintained at Keiser University and the release of such records.)

Director of Student Services

All students meet with the Director of Student Services prior to graduation by appointment. Services provided by the Director include personal conferences, job search related workshops (i.e., Résumé Workshop) and job referrals also by appointment. Assistance is provided in the development of job search strategies, résumé and cover letter preparation, and interviewing techniques.

Career Resource Center

Keiser University makes available at each campus a Career Resource Center dedicated to providing students and graduates with information and resources relevant to their chosen career field as well as job search strategies and tools to assist with successful employment in their field of study.

Vacancy Announcements, Candidate Referrals, and Interviews

Online Career Center: Keiser University provides access to the University Central Network. Students can visit www.collegecentral.com/keiser, register and post their résumé for the Department of Student Services and all registered employers to view. Placement registration is available to any student or alumni. Please contact the Department of Student Services to request more details. In addition, employers are approved for accounts to post jobs and internships.

Candidate Referral

A candidate is automatically referred for a position of employment if (s)he is qualified. A candidate must be registered with the Department of Student Services and have an up-to-date

résumé posted on www.collegecentral.com/keiser. After a candidate is referred, interested employers contact the candidate directly for an interview.

Student Obligations
- It is a student's responsibility to accurately and complete all forms used in registering with the Department of Student Services for Placement Services in addition to registering with the online career center at: www.collegecentral.com/keiser.
- It is the responsibility of the student to notify Student Services of any changes in his/her profile, especially if an address, email, or phone number changes.
- Students are responsible for initiating their job search campaign; however, the Department of Student Services is available to assist in all aspects of the process.
- It is the responsibility of the candidate to notify Student Services with details when employment has been accepted.

FREQUENTLY ASKED QUESTIONS REGARDING GRADUATION

Degree Requirements for the Graduate School Programs
Please refer to the Keiser University Catalogue for information on degree requirements.

When do I complete my application for graduation?
Your application for graduation is included in the Exit Packet that the Department of Student Services provides to you. Students will complete their application for graduation at the beginning of their last semester prior to graduation (i.e., four months prior to graduating).

Is there a cost to participate in commencement exercises?
No. Keiser University provides you with a cap, gown, and hood and they are yours to keep after the ceremony. Check with your Department of Student Services about the availability of announcements, tickets, and class rings.

Is attendance mandatory at the commencement exercises?
No. It is your decision to participate in commencement exercises. Your name is included in the program whether you attend the ceremony or not, however, it is a great opportunity to celebrate your achievement with your fellow graduates, faculty, family, and friends.

How many guests can I invite?
This will vary according to the venue for the ceremony. Please contact the Department of Student Services for details.

When and where is the graduation being held?
Commencement Exercises are typically held once a year at all campuses. The date and time of each ceremony is planned at each local campus. Please contact your campus Department of Student Services for details.

KEISER UNIVERSITY PHONE NUMBER:

(888) 753-4737 or (888) 4-KEISER (US only)

Contact your campus directly for hours of operation as they may vary.

LIBRARY

Our library staff is an exceptionally friendly group of professionals and are more than happy to show off the library's wonderful resources. Plus, the information found in this handbook will give you all the tools you need to successfully use the library. Between library staff and this handbook, you will quickly know your way around. Library users should feel free to ask any staff member for assistance. The staff will gladly answer questions regarding library services and the use and location of library materials. Students, Faculty, Staff & Graduates, whether On-line or On-campus, are free to utilize any of the campus libraries at the locations listed below.

Access
The faculty, staff, students, and graduates are the primary clientele of the library, but Florida residents possessing a valid State of Florida Issued ID card or Florida Driver's License may also use the library. Use of materials by those other than the primary clientele may be limited to inhouse use. Guests are requested to show your Florida ID or Driver's License to the librarian, if using the campus library or computers.

The library's computers are primarily for computer-assisted research. Word processing, spreadsheets and other business applications are also permissible. Computer usage is on a first come, first served basis for the library's primary clientele and will not be preempted. Please plan accordingly. Non-primary clientele computer usage may be curtailed at the discretion of the librarian.

The Collections
The library collections provide access to more than 80,000 combined volumes of books, periodicals, newspapers, audiovisual materials, CD-ROM's, DVDs, and on-line databases. Most library materials are classified according to the Dewey Decimal System. Call numbers, locations, and other bibliographic information about the materials in the collections may be found online, by logging into the Agent-Verso Library Catalog. The library's catalog and on-line databases can be accessed on the Internet at the following URL: http://kesu-verso.auto-graphics.com/. Please visit a library branch or your on-line classroom for additional instructions and database passwords.

Services
Group or individual instruction is available in the use and location of print, audiovisual -and computerized library materials.

Inter-Library Loan
Materials unavailable in our library or through our online retrieval systems may be borrowed from another library via Interlibrary Loan (ILL). Interlibrary Loan is a cooperative

arrangement by which libraries borrow and lend materials and supply photocopies to users of other libraries. Our library has special ILL agreements with the many member libraries of the Panhandle Library Access Network (PLAN), the Florida Library Network (FLIN), the Southeast Florida Library Information Network (SEFLIN), the Northeast Florida Library Information Network (NEFLIN), the Tampa Bay Library Cooperative (TBLC), and the Central Florida Library Cooperative (CFLC).

Bibliographies, Book Lists and Pathfinders
Selective bibliographies, annotated bibliographies, book lists, and subject pathfinders are available for many special subject categories such as: careers, motivation and self-help, biographies, fiction, etc.

Circulation (Borrowing Books)

The circulation periods are as follows:	
Audio Cassettes	14 days
Blueprints & Patterns	3 days
Books (Circulating Non-Fiction)	14 days
CDs, DVDs, & Discs	3 days
Design & Building Samples	3 days
Ephemera & Realia	7 days (Anatomy models require instructor)
Fiction	14 days
Kits	14 days
Legal Materials	0 days (do not circulate)
Maps	7 days
Oversized Materials	14 days
Professional Materials	14 days
Reference materials	0 days (do not circulate)
Serials (magazines, newspapers, & journals)	7 days
Theses	0 days (do not circulate)
Videos	3 days

Reserve materials circulate (or do not) - as specified by the instructor placing the reserve.

Renewals
Circulating materials may be renewed as often as needed, provided no one else has requested the materials. Library materials may be renewed over the telephone by calling the library where you checked-out the material, or by visiting the library where you borrowed the item. If you do not have the item with you, please provide the librarian with the barcode number of the items you wish to renew.

Holds
Users requesting materials that are currently charged out may place a hold on the materials. When the materials are returned, the requestors will be notified of their availability.

Returning Items to The Library

When returning library materials, it is <u>very important</u> to return them either to the librarian or to place them into the campus library book drop, if one exists, rather than returning them to the shelf. If an item that is checked out is returned by a patron to the shelf, instead of returning it to the librarian, the item will continue to show "checked out" to that patron, and the patron will receive overdue notices. It is the patron's responsibility to properly return the library materials, so that the librarian can check them in.

Overdue Materials

Please carefully note the due date on all borrowed materials.

Replacement charges are automatically posted to student financial accounts.

Partial refunds of replacement charges, once they have been posted to your account, will only be made for 7 days after the replacement charge has been posted, regardless of whether the materials are returned to the library.

When returning materials, always give them to the librarian (or place in the book drop, if there is one), and do not place them back on the shelves yourself. If you place them back on the shelves, they will not be properly checked in, your returned item will not be removed from your name in the computer, and you may be charged for an item that you have returned. To avoid being charged, you must show the item to the librarian.

Special exceptions to the overdue materials policy and charges will be made upon proof of hospitalization, jury or other court duties, family emergencies, and at the librarian's discretion; however, un-deliverable U.S. Mail or e-mails and externships <u>are</u> not considered as eligible reasons for special exceptions.

<u>WARNING CONCERNING COPYRIGHT RESTRICTIONS</u>

The copyright law of the United States (Title 17, United States code) governs the making of photocopies or other reproduction of copyright material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for or later uses, a photocopy or reproduction for purposes more than "fair use" that use may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copyright order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Access to the Online Library Resources

Students, Faculty, and Staff have access to <u>wonderful online resources</u> through the campus libraries!

These resources consist of pathfinders (handy resource lists) and password-protected databases and are accessible through our Library Portal site.

Their purpose is to enhance access to academic sources needed for research for papers, projects, presentations, and other course-related pursuits.

On-campus students, faculty, and staff may see the librarian at their location for more information.
Online students may refer to the Library Link on the login page. The Library Link is also available on other pages once the student is logged in as an online student.

Special conditions and restrictions apply to use of the Westlaw database. Students should see their instructor first. Librarians may provide on-campus students with temporary or replacement passwords, as needed.

> To use the Library Website, please type this URL
> www.keiserlibrary.com
> in the address bar of your Web browser software.

That URL takes you directly to the Library Login Screen. To find this page easily again in the future, please also add it to your Favorites in your Web browser software. (Note: Typing the URL into the Search Box will NOT take you to the correct page. You must type the URL into the address bar of the browser for this to work.)

To log in, enter **your USERNAME: _** (see instructions below)_and **your PASSWORD: _**(see instructions below)_

PLEASE NOTE: Depending upon how your **pop-up blocker software** is configured, you may either get right into the new Library Website, or you may get 2 pop-ups. If you get pop-ups, you can simply click <OK> on the grey one, **and** <CONTINUE> on the orange one, and then you will get into the new Library Website.

Username and Password Instructions
These instructions are also available at the URL: **http://kesu-verso.auto-graphics.com/**.
Before logging in, just click on "Account Login" at the top of the page, and scroll down.

On-Campus Students (U.S. Citizens & Florida Legal Residents): Your USERNAME is the 6- or 7-digit number that appears on the left side of your Student ID card. Your PASSWORD is the last 4 digits of your Social Security Number (Federal Tax ID Number).

Online Students (Non-U.S. citizen, International Students): Your PASSWORD is the PIN number as supplied to you by the Registrar's Office.

Faculty, Staff, & Employees: Your USERNAME is your FIRST NAME as it appears on your paycheck plus the last 4 digits of your Social Security Number (Federal Tax ID Number) Your PASSWORD is your LAST NAME as it appears on your paycheck.

GUESTS may log-in using the word 'GUEST' as both USERNAME and PASSWORD.
***NOTE: GUEST logins do not provide access to the subscription-based (password protected) databases.

How to Find the Information You Want When You Search the Library Databases

To find the information you want, it is helpful to know about Search Strategies. Creating a good Search Strategy can mean the difference between spending hours and hours doing research or finding what you need quickly and precisely.

Below is an explanation of Boolean Operators and how to use them. Each Boolean Operator represents a different Search Strategy. You would need to use a different type of Boolean Operator for your searches, depending upon what your topic is, and what you want to find out about it.

For more specific information about Search Strategies, please see your campus librarian.

Boolean Operators – A Brief Explanation

What are Boolean operators?
The Boolean operators AND, OR NOT (or AND NOT), and NEAR tell search engines which keywords you want your results to include or exclude, and whether you require that your keywords appear close to each other. They're named after George Boole, an Englishman, who invented them as part of a system of logic in mid-1800 (Imagine his surprise if he could see what his invention is being used for now). Since the Boolean operators are English words, they're intuitive and easy to use. I'll briefly explain them and compare them to the more commonly used search syntax (e.g., the plus and minus signs).

The AND operator. You can specify that terms must appear in the items you retrieve by using the AND operator (It's best to capitalize Boolean operators because some search engines require this). For example: **movies AND advertising** means the same as +movies +advertising. Each of the above search statements will find documents containing *both* terms, *movies, and advertising*. You can use the AND operator more than once in a search. For example: **movies AND advertising AND sales**.

The OR operator. Using the OR operator states a preference that either or both of your search terms appear in your results. For example: **jam OR jelly** means the same as: **jam jelly** (in search engines with OR as the default). These search statements will retrieve documents with *either* the term *jam* or *jelly* or *both* terms, *jam and jelly*. Some search engines don't support the OR operator. The default in these search engines is AND. This means that every word you enter is required to appear in your results whether you use the AND operator or plus sign. You can use the OR operator more than once in a search. For example: **jam OR jelly OR preserves**.

The NOT (or in some search engines AND NOT) operator. The NOT (or AND NOT) operator forbids the word after it from appearing in the items resulting from your search. For example: **boxer NOT fighter** or **boxer AND NOT fighter** means the same as **+boxer –fighter**. Both search statements will retrieve documents containing the term *boxer but not* containing the term *fighter*. You can use the NOT (or AND NOT) operator more than once in a search. For example: **squash NOT game NOT sport** or **squash AND NOT game AND NOT sport**.

The NEAR operator. The NEAR operator requires the search words you have entered to appear within a certain number of each other (usually between 1 and 20 words). For example: **dogs NEAR fleas** would retrieve a document that included the sentence "If your dog scratches himself a lot, he might have fleas." However, it would not retrieve a document with the term dogs on the first page and the term fleas no closer than the third page.

Can I combine Boolean operators? In the search engines supporting parentheses, you can. For example, you might key in the following: **orchids AND (growing OR planting)**. This search statement would return documents with the word *orchids* and either the term *growing* or *planting* or *both*.

How would I search for a phrase using Boolean operators? Most search engines that use Boolean operators also support using quotation marks to designate a phrase. A possible search might be: "**President Clinton**" AND "**foreign policy**". This search statement would return documents that include the phrase *President Clinton* in addition to the phrase *foreign policy*.

TECHNOLOGY ASSISTANCE

For best results you should contact the Help Desk from the computer that you are using to access your courses. This way the Help Desk can collect all the necessary data needed, including browser specifications to assist with when resolving technical issues. To correspond by e-mail, send your request to e-mail: helpdesk@keiserugradschool.org

Or if you are unable to use your e-mail you can contact the Help Desk by phone. The toll-free number is: 1-877-847-6814.

The Help Desk will respond to both e-mail messages and voice mail within a 24-hour period. The average response time is 4 hours or less. Call or e-mail the Help Desk for rapid response 24 hours a day - 7 days a week.

WRITING RESOURCES

Students who may need help with academic writing have access to the Graduate Online Writing Studio (GROWS) and the APA Course. Both resources are listed with your regular courses. Faculty and staff are ready to help with questions and the review of papers.

ACCESSING STUDENT RECORDS AND EMAIL

The Student Portal has been created for you to access your records at any time. The first thing you will need to do is register your account at our campus portal site. Once that is completed the system will create your email within 3 hours. Then you will have all your records at your

fingertips. Your records will be available when you are. Click on the http://campusportal.keiseruniversity.edu link to start the process. Once you are registered, you will be to navigate through to obtain your grades, financial aid information, update profile and more. A help selection is there to provide further assistance.

ACADEMIC HONESTY POLICY
The Dean and Faculty of the Graduate School adhere to the following policy statement:

It is a policy of Keiser University that students assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by an instructor of a course**.**

Academic Honesty Policy
The University can best function and accomplish its mission in an atmosphere of high ethical standards. As such, the University expects students to observe all accepted principles of academic honesty. Academic honesty in the advancement of knowledge requires that students respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding the validity of intellectual property. Students are expected to maintain complete honesty and integrity in all academic work attempted while enrolled at the University. Academic dishonesty is a serious violation of the trust upon which an academic community depends. There are different forms of academic dishonesty including, but not limited to, the following:

Acquiring or Providing Information Dishonestly
Using unauthorized notes or other study aids during an examination; using unauthorized technology during an examination; improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view; looking at other students' work during an exam or in an assignment where collaboration is not allowed; attempting to communicate with other students in order to get help during an exam or in an assignment where collaboration is not allowed; obtaining an examination prior to its administration; altering graded work and submitting it for re-grading; allowing another person to do one's work and submitting it as one's own; or undertaking any activity intended to obtain an unfair advantage over other students.

Plagiarism
The deliberate or unintentional use of another's words or ideas without proper citation for which the student claims authorship. It is a policy of Keiser University that students assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by an instructor of a course. Plagiarism, because it is a form of theft and dishonesty that interferes with the goals of education, must carry severe penalties.
Student recourse
Students who disagree with an instructor's determination may contact the Ethics Committee as the first step in the appeal process.

Students who wish to appeal an administrative action are offered due process through the University Grievance Procedure found in the Keiser University Catalog.

Students who have been dismissed may reapply to Keiser University after remaining out of school for one full semester. Keiser University believes strongly that each student against whom the University is forced to take action has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration must take disciplinary measures against a student or other action related to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found in the Keiser University catalog.

On written papers for which the student employs information gathered from books, articles, electronic, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism also consists of passing off as one's own segments or the total of another's work.

At Keiser University, references are cited in accordance with the American Psychological Association (APA) approved format.

Conspiracy
Agreeing with one or more persons to commit any act of academic dishonesty.

Fabrication of Information
Falsifying or inventing any information, citation, or data; using improper methods of collecting or generating data and presenting them as legitimate; misrepresenting oneself or one's status in the University; perpetrating hoaxes unbecoming to students in good standing or potentially damaging to the University's reputation or that of the members of its academic community of students and scholars.

Multiple Submissions
Submitting the same work for credit in two different courses without the instructor's permission. Students may not submit the same work completed for one course in any other course, earning credit for the same work each time.

Facilitating Academic Dishonesty
Aiding another person in an act that violates the standards of academic honesty; allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed; providing information, material, or assistance to another person knowing that it may be used in violation of course, departmental, or University academic honesty policies; providing false information in connection with any academic honesty inquiry.

Abuse or Denying Others Access to Information or Resource Materials
Any act that maliciously hinders the use of or access to library or course materials; the removing of pages from books or journals or reserve materials; the removal of books from libraries without formally checking out the items; the intentional hiding of library materials; the

refusal to return reserve readings to the library; or obstructing or interfering with another student's academic work. All these acts are dishonest and harmful to the community.

Falsifying Records and Official Documents
Forging signatures or falsifying information on official academic documents such as drop/add forms, incomplete forms, petitions, letters of permission, or any other official University document.

Clinical Misconduct (if applicable to major)
Dishonesty in the clinical setting includes but is not limited to misrepresenting completion of clinical hours or assignments; falsification of patient records; fabrication of patient experiences; failure to report omission of, or error in, assessments, treatments, or medications; and appropriation/stealing of facility, client, staff, visitor, and/or student property.

Disclosure of Confidential Information (if applicable to major)
A high, responsible standard of conduct and professionalism is expected from each student. Students are personally accountable for the way in which patient information and other confidential information in clinical facilities is utilized. Confidential information is never to be discussed with anyone other than those directly involved in the care of the patient or in the legitimate use of other confidential agency information. Those having access to patient, salary, or associate information should never browse such information out of "curiosity." It is to be used and accessed only for legitimate, clinical/learning purposes.

A breach in confidentiality which involves discussing and/or releasing confidential patient or facility information, or obtaining unauthorized system access, will lead to disciplinary action from Keiser University.

Each student must seriously evaluate his/her daily use of confidential patient or facility information to assure its proper use. When in doubt, students should seek clarification or direction from their immediate supervisor.

Due Process
All progressive disciplinary measures described above are cumulative throughout the program and not limited to occurrences within a specific course or term. Students who have been dismissed may reapply to Keiser University after remaining out of school for one full semester.

Keiser University believes strongly that each student against whom the University is forced to take action has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration must take disciplinary measures against a student or other action related to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found in the Keiser University catalog.

Steps in Student Complaint Process
NOTE: This process governs situations in which:

1. Students have issues with their instructor regarding the grading of an assignment; or
2. Students have personal issues with their instructor and/or the conduct of the class

Step 1:	Student MUST first attempt to resolve the issue with the instructor. All correspondence should be conducted in writing via Keiser University e-mail.
Step 2:	If student, for personal reasons, feels they cannot approach the instructor, **OR** if the student is dissatisfied with the resolution by the instructor in Step 1, the student can appeal to the department chair. If a student wishes to protest a grade, the student agrees to accept the grade of the new reviewer. All correspondence will be communicated in writing via Keiser University e-mail with the understanding that the instructor may be copied on ALL communication between the student and the department chair.
Step 3:	Student Appeal: If student is dissatisfied with the resolution by the department chair, the student can appeal to the dean. This appeal must be communicated in writing via Keiser University e-mail with the understanding that the department chair AND the instructor may be copied on ALL communication between the student and the dean.

The department chair and dean reserve the right to withhold communication with the instructor due to special circumstances.

The dean's decision is FINAL and will be communicated to the student, the department chair, and the instructor in writing via Keiser University email.

Advisor Notification
- Advisors may also be copied on all correspondence.
- If a student starts the complaint process through their advisor, the advisor will re-route the complaint to the appropriate department chair, and a copy of the correspondence may also be sent to the course instructor.

Student Disciplinary Procedures
If a student violates Keiser University's Standards of Conduct in a classroom, the first level of discipline lies with the faculty member. If a situation demands further action, the dean of the graduate school is responsible. In the absence of the dean, the campus president determines disciplinary action. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Keiser University catalog.

When a student violates Keiser University's Standards of Conduct outside the classroom but on campus, the dean of the graduate school is the first level of discipline. The next level is the campus president. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Keiser University catalog.

Patch Writing
Patch writing is a flaw, not a violation of academic integrity, which is otherwise discouraged. In the case of patch writing, material is copied from a source word for word, or nearly so, and is

cited. When a student uses too much directly quoted material (even if it is correctly cited) in his or her writing the result is a paper that is largely the work of someone else.

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