



Keiser University
Second Edition

Department of
Academic Affairs

Graduate Nursing Student Handbook

Official governing policies and procedures
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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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INTRODUCTION

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 more effectively represent its mission, 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 14 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 more accurately reflect its offerings and became Keiser College.

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 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 more accurately reflect its offerings and became Keiser University.

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 Commission on Collegiate Nursing Education (CCNE). This was followed by Master of Science in Nursing, Family Nurse Practitioner program 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. 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.

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.

STRATEGIC DIRECTIONS 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. 14
- 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.

PROGRAM DESCRIPTIONS

MASTER OF SCIENCE IN NURSING GENERALIST TRACK

Program Purpose and Mission

The purpose of the Master of Science in Nursing generalist track is develop advanced nurse generalists through the acquisition of contemporary professional skills and knowledge for leadership in the healthcare system.

The mission of the program aligns with the parent organization's mission to provide students with opportunities to develop the knowledge, understanding and the skills necessary for successful and continued employment as a nurse leader.

Philosophy and Conceptual Model

The nursing program has 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.

RECRUITMENT FOR THE MASTER OF SCIENCE IN NURSING GENERALIST TRACK

An admission decision is made at the program level and is based on a combination of a student's undergraduate academic performance, letters of recommendation, and a personal declaration statement.

Admission Requirements:

Baccalaureate degree in nursing from a nationally or regionally accredited college or university with a GPA of 3.0 or higher

Active and unrestricted Professional Registered Nurse license

Required documents for admission are as follows:

Submission of a completed Graduate School Application

Completion of a bachelor's degree in nursing included with the completed Graduate School Application

A one-page personal statement describing intent to pursue and complete the Masters Degree in Nursing program

Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor's degree in nursing from an accredited college or university within the first semester of enrollment

Three letters of recommendation with at least two from health care professionals

- Electronic link: <http://www.keiseruniversity.edu/reference.php>
- Hard copy link: <http://www.keiseruniversity.edu/downloads/KU-GS-Recommendation-Letters.pdf>

Current resume indicating education and complete work history

Successful background check and drug screening where applicable

DEGREE COMPLETION REQUIREMENTS FOR THE MASTER OF SCIENCE IN NURSING PROGRAM GENERALIST TRACK

To receive a Master of Science in Nursing Degree from Keiser University, students must accomplish the following:

- Earn a minimum of 33 graduate semester credit hours
- Earn a minimum cumulative grade point average of 3.0
- Have no more than two courses with a grade of “C”
- Complete the final 27 credits of the MSN program through Keiser University
- Complete all MSN degree requirements within five years of beginning coursework; *exceptions for extenuating circumstances reviewed by the Graduate School Dean*
- Complete a final capstone evidenced-based project including final scholarly paper
- Failure to achieve/maintain the 3.0 grade point average required at the end of the first semester may lead to suspension or dismissal from the University.

PROGRAM OUTLINE

Program requirements are as follows:

Master of Science in Nursing Major Core Courses (33.0 credit hours)

*NUR 501 Leadership and Professional Development in Nursing	3.0 credit hours
NUR 502 Nursing Theory for Research and Practice	3.0 credit hours
*NUR 510 Health Promotion and Disease Prevention	3.0 credit hours
NUR 520 Health Systems, Policy, and Resource Management	3.0 credit hours
NUR 530 Quality Improvement and Patient Safety	3.0 credit hours
NUR 540 Human Diversity, Global Health, and Social Issues	3.0 credit hours
NUR 650 Advanced Pathophysiology for Practice	3.0 credit hours
NUR 660 Principals of Pharmacology for Advanced Practice	3.0 credit hours
NUR 670 Advanced Health Assessment for Best Practice	3.0 credit hours
NUR 680 Research for Evidenced-Based Practice and Outcome Management	3.0 credit hours

NUR 690 Translating Research into Practice: Outcomes Management 3.0 credit hours
(Capstone)

*NUR501 and /or NUR510 are prerequisite courses

COURSE DESCRIPTIONS

*NUR 501 (3.0 credit hours)

Leadership and Professional Development in Nursing

This course introduces students to caring scholarly nursing practice and professional role development. It compares and contrasts advanced generalist practice and advanced practice nursing in academia, organizations, government and other settings. Students will construct a customized career trajectory for focused program study. Explores a variety of nursing career paths to enable students to develop goals and plan for professional progression after graduation. (Program co-requisite)

NUR 502 (3.0 credit hours)

Nursing Theory for Research and Nursing Practice

This course focuses on the philosophical and theoretical foundations for advanced practice nurses, provides an overview of the development and relationship of nursing theory, research and practice. Students will examine the process by which theory and research is critically appraised and translated into evidence-based practice. The course appraises research for outcomes relevant to contemporary nurse situations. Course provides a foundation to design the final capstone project. Co-requisite: NUR501

*NUR 510 (3.0 credit hours)

Health Promotion and Disease Prevention

The course focus is to reinforce preventative health practices which proactively prevent illness and disease. Explores contemporary health initiatives aimed at promoting healthy populations and the elimination of health disparities. Examines disease prevalence found in specific racial and ethnic groups. Supports developing work site prevention projects leading to improved health outcomes. Co-requisite: NUR501

NUR 520 (3.0 credit hours)

Health Systems, Policy, and Resource Management

This course combines the study of contemporary health care policies, finance and health care systems; exploring key stakeholder's roles in health care. Students will defend, appraise, and critique current health care reform initiatives. The course will provide an opportunity to interpret divergent views for equitable healthcare access for all members of society. Co-requisite: NUR 501

NUR 530 (3.0 credit hours)

Quality Improvement and Patient Safety

This course explores modern initiatives aimed at improving quality and patient safety in the healthcare environment. Students will appraise governing agencies and partners committed to ensuring public safety across healthcare settings. Specific emphasis is to empower nurse professionals to create caring safe working environments. Co-requisite: NUR501

NUR 540 (3.0 credit hours)

Human Diversity, Global Health, and Social Issues

The course examines and explores human diversity, cultural differences, and ways to incorporate culturally responsive care in today's healthcare practice settings. Exploration of global health, social issues, and identified health disparities will be integrated to empower students to advocate for best transcultural nursing practices. Transformational learning is facilitated for synthesis of caring and transcultural nursing theories leading to reflective professional practice. Co-requisite: NUR501

NUR 650 (3.0 credit hours)

Advanced Pathophysiology for Practice

This course explores the etiology, pathogenesis, and clinical manifestations of specific disease processes to enhance existing nursing knowledge. Students will gain a deeper understanding of the mechanisms of physiological changes that underlie disease conditions most frequently encountered in healthcare settings. Builds on and combines prior nursing expertise to create current evidenced-based best practice. Co-requisite: NUR501

NUR 660 (3.0 credit hours)

Principals of Pharmacology for Advanced Practice

This course will provide knowledge of pharmacotherapeutics focusing on the actions of drugs in the body, both therapeutic and toxic effects. An overview of the Food and Drug Administration (FDA) role in the development and testing of new drugs including new uses for existing ones will be debated. Students will communicate an understanding of the mechanism of action of drugs most commonly administered in their healthcare settings. Particular attention to safety and prevention of medical errors for best practice is stressed. Co-requisite: NUR501

NUR 670 (3.0 credit hours)

Advanced Health Assessment for Best Practice

The course focuses on history-taking, risk appraisal, health promotion, psychosocial, developmental, functional assessment, and advanced physical examination. Students will integrate diagnostic reasoning in assessing abnormal findings to infer a diagnostic opinion. Caring theory is integrated to support individualized patient centric care. Co-requisite: NUR501

NUR 680 (3.0 credit hours)

Practice Immersion: minimum of 60 hours

Research for Evidenced-Based Practice and Outcome Management

This course focuses on application of research principles and planning to integrate best research evidence, including patient directed clinical decision making. Students will develop a topic of interest, critique research, and apply principals of qualitative and quantitative scholarly inquiry. Students will complete CITI certification and submit capstone project proposal to IRB. Co-requisite: NUR501

NUR 690 (3.0 credit hours)

Practice Immersion: minimum of 60 hours

Translating Research into practice: Outcomes Management

Students will synthesize all prior Masters level coursework culminating in the planning, development and completion of an evidenced-based project of choice. The course will assist students to identify opportunities for improvement in their clinical practice setting. Students will implement an outcomes-based project incorporating a review of current data, best practices in other settings, and current evidence from the literature. Course assignments include a scholarly paper and poster suitable for professional presentation. Prerequisite NUR680

MASTER OF SCIENCE IN NURSING, FAMILY NURSE PRACTITIONER TRACK

Program Purpose and Mission

The purpose of the MSN FNP program, The Master of Science in Nursing, Family Nurse Practitioner (MSN FNP) track, is to develop advanced practice nurses through the acquisition of advanced practice nursing knowledge and advanced practice clinical skills, using a family oriented approach.

The mission of the program aligns with the parent organization's mission to provide students with opportunities to develop the knowledge, understanding and the skills necessary for successful and continued employment as a FNP.

Philosophy and Conceptual Model

The nursing program has 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.

RECRUITMENT FOR THE MASTER OF SCIENCE IN NURSING FAMILY NURSE PRACTITIONER TRACK

Admission Requirements:

- Baccalaureate degree in nursing from a nationally or regionally accredited college or university with a GPA of 3.0 or higher
- Proof of active and unrestricted Professional Registered Nurse licensure
- Three letters of recommendation from health care professionals including at least one from faculty in a previous nursing program
 - Electronic link: <http://www.keiseruniversity.edu/reference.php>
 - Hard copy link: <http://www.keiseruniversity.edu/downloads/KU-GS-Recommendation-Letters.pdf>
- Current formal resume with complete education and nursing employment histories
- Successful background check at admissions
- Successful drug screen at admissions or before clinical practicum or immersion experience
- Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor's degree in nursing from an accredited college or university
- Current resume indicating education and complete work history
- Failure to achieve/maintain the 3.0 grade point average required at the end of the first semester may lead to suspension or dismissal from the University.

DEGREE COMPLETION REQUIREMENTS FOR THE MASTER OF SCIENCE IN NURSING FAMILY NURSE PRACTITIONER TRACK

To receive a Master of Science in Nursing Family Nurse Practitioner from Keiser University, students must accomplish the following:

- Earn a minimum of 56 graduate semester credit hours (transfer of graduate credits will be evaluated on a case by case basis)
- Earn a minimum cumulative grade point average of 3.0
- Have no more than one course with a grade of "C"
- Complete the final 50 credits of the MSN program through Keiser University
- Complete all MSN degree requirements within five years of beginning coursework; *exceptions for extenuating circumstances reviewed by the Graduate School Dean*
- Complete 630 hours of clinical experience
 - NUR602A – 120 hours Adult Health
 - NUR603A – 120 hours Adult Health

- NUR604A – 120 hours Pediatrics
- NUR605A – 120 hours Women’s Health
- NUR691A – 150 hours Choice of Above or Specialty

PROGRAM OUTLINE

Program requirements are as follows:

Master of Science in Nursing Family Nurse Practitioner Major Core Courses (56 credit hours)

*NUR 500	Professional Development of the Advanced Practice Nurse	3.0 credit hours
NUR 510	Health Promotion and Disease Prevention	3.0 credit hours
NUR 520	Health Systems, Policy and Resource Management	3.0 credit hours
NUR 530	Quality Improvement and Patient Safety	3.0 credit hours
NUR 602	Primary Health Care of the Family I	3.0 credit hours
NUR 602A	Primary Health Care of the Family I Practicum	2.0 credit hours
NUR 603	Primary Health Care of the Family II	3.0 credit hours
NUR 603A	Primary Health Care of the Family II Practicum	2.0 credit hours
NUR 604	Primary Health Care of the Family III	3.0 credit hours
NUR 604A	Primary Health Care of the Family III Practicum	2.0 credit hours
NUR 605	Primary Health Care of the Family IV	3.0 credit hours
NUR 605A	Primary Health Care of the Family IV Practicum	2.0 credit hours
NUR 650	Advanced Pathophysiology for Practice	3.0 credit hours
NUR 660	Principles of Pharmacology for Advanced Practice	3.0 credit hours
NUR 661	Principles of Pharmacology for Advanced Practice II	3.0 credit hours
NUR 670	Advanced Health Assessment for Best Practice	3.0 credit hours
NUR 671	Advanced Health Assessment and Diagnostic Reasoning	3.0 credit hours
NUR 680	Research for Evidenced-Based Practice and Outcome Management	3.0 credit hours
NUR 691	Family Nurse Practitioner Integration	3.0 credit hours
NUR 691A	Family Nurse Practitioner Integration Practicum	3.0 credit hours

*NUR500 is a prerequisite courses

COURSE DESCRIPTIONS

NUR 500 (3.0 credit hours)

Professional Development of the Advanced Practice Nurse

This course introduces students to advanced nursing practice and prepares them for transition into advanced nursing practice. Students will examine the competencies of advanced practice nursing, the essentials of advanced practice nursing education, the regulation and scope of practice for advanced practice nursing, ethical and legal concepts, and evolving professional role development.

NUR 510 (3.0 credit hours)

Health Promotion and Disease Prevention

The course focus is to reinforce preventative health practices which proactively prevent illness and disease. Explores contemporary health initiatives aimed at promoting healthy populations and the elimination of health disparities. Examines disease prevalence found in specific racial and ethnic groups. Supports developing work site prevention projects leading to improved health outcomes. Co-requisite: NUR500

NUR 520 (3.0 credit hours)

Health Systems, Policy, and Resource Management

This course combines the study of contemporary health care policies, finance and health care systems; exploring key stakeholder's roles in health care. Students will defend, appraise, and critique current health care reform initiatives. The course will provide an opportunity to interpret divergent views for equitable healthcare access for all members of society. Co-requisite: NUR 500

NUR 530 (3.0 credit hours)

Quality Improvement and Patient Safety

This course explores modern initiatives aimed at improving quality and patient safety in the healthcare environment. Students will appraise governing agencies and partners committed to ensuring public safety across healthcare settings. Specific emphasis is to empower nurse professionals to create caring safe working environments. Co-requisite: NUR500

NUR 650 (3.0 credit hours)

Advanced Pathophysiology for Practice

This course explores the etiology, pathogenesis, and clinical manifestations of specific disease processes to enhance existing nursing knowledge. Students will gain a deeper understanding of the mechanisms of physiological changes that underlie disease conditions most frequently encountered in healthcare settings. Builds on and combines prior nursing expertise to create current evidenced-based best practice. Co-requisite: NUR500

NUR 660 (3.0 credit hours)

Principals of Pharmacology for Advanced Practice

This course will provide knowledge of pharmacotherapeutics focusing on the actions of drugs in the body, both therapeutic and toxic effects. An overview of the Food and Drug Administration (FDA) role in the development and testing of new drugs including new uses for existing ones will be debated. Students will communicate an understanding of the mechanism of action of drugs most commonly administered in their healthcare settings. Particular attention to safety and prevention of medical errors for best practice is stressed. Co-requisite: NUR500

NUR 661 (3.0 credit hours)

Principles of Advanced Pharmacology II

This course builds upon the knowledge gained in NUR660 and explores the use of medications from a disease process format, including the pathophysiology of common illnesses seen in primary care and the goals of treatment. Special consideration is given to the management of age related variables (patients across the lifespan), gender variables, and to the treatment of pain. Prerequisite: NUR660

NUR 670 (3.0 credit hours)

Advanced Health Assessment for Best Practice

The course focuses on history-taking, risk appraisal, health promotion, psychosocial, developmental, functional assessment, and advanced physical examination. Students will integrate diagnostic reasoning in assessing abnormal findings to infer a diagnostic opinion. Caring theory is integrated to support individualized patient centric care. Co-requisite: NUR500

NUR 671 (3.0 credit hours)

Advanced Assessment and Diagnostic Reasoning

The course focuses on symptom analysis and the integration of findings from the health history, physical examination and from diagnostic studies to develop differential diagnoses and care management plans for patients across the lifespan. Students will develop these skills through problem based learning by analyzing and discussing/presenting clinical case studies. Students prepare for their clinical practicums in the clinical simulation environment to learn advanced practice, technical clinical skills. Students' history and physical examination skills are evaluated in objective structured clinical examinations prior to starting clinical practicums. Prerequisites: NUR500, NUR650, NUR660, NUR661, NUR670

NUR 680 FNP (3.0 credit hours)

Research for Evidenced-Based Practice and Outcome Management

This course focuses on application of research principles and planning to integrate best research evidence, including patient directed clinical decision making. Students will develop a topic of interest, critique research, and apply principals of qualitative and quantitative scholarly inquiry. Students will prepare a project proposal to IRB but will not submit to the IRB. Co-requisite: NUR500

NUR 602 (3.0 credit hours)

Primary Care of the Family I (Adult Health I)

The Adult Health One course prepares the graduate to become a novice provider of primary health care to young adults, adults, older adults and their families across health care settings. The primary focus of the course is on the application of theoretical principles, assessment skills, critical thinking, evidenced-based practice guidelines, and comprehensive treatment programs for young, middle, and older adults with high-prevalence illnesses including ear, nose, throat disorders, pulmonary disorders, cardiac disorders, gastrointestinal disorders, and genetic disorders. Prerequisites: NUR500, NUR650, NUR660, NUR661, NUR670, NUR671

NUR 602A (2.0 credits, 120 hours)

Adult Health One Primary Care Practicum

This course focuses on the application of knowledge gained in the classroom from the co-requisite course, Primary Health Care of the Family I. Screenings, health maintenance, and management of health problems in young adults, adults, older adults and their families will make-up the clinical experiences of this course. Prerequisites: NUR500, NUR650, NUR660, NUR661, NUR670, NUR671 Co-requisite: NUR602

NUR 603 (3.0 credits)

Primary Health Care of the Family II (Adult Health Two)

The Adult Health One course prepares the graduate to become a novice provider of primary health care to young adults, adults, older adults and their families across health care settings. The primary focus of the course is on the application of theoretical principles, assessment skills, critical thinking, evidenced-based practice guidelines, and comprehensive treatment programs for young, middle, and older adults with high-prevalence illnesses including ear, nose, throat disorders, pulmonary disorders, cardiac disorders, gastrointestinal disorders, and genetic disorders. Prerequisites: NUR500, NUR650, NUR660, NUR661, NUR670, NUR671, NUR602

NUR 603A (2.0 credits, 120 hours)

Adult Health One Primary Care Practicum II

The Adult Health One course prepares the graduate to become a novice provider of primary health care to young adults, adults, older adults and their families across health care settings. The primary focus of the course is on the application of theoretical principles, assessment skills, critical thinking, evidenced-based practice guidelines, and comprehensive treatment programs for young, middle, and older adults with high-prevalence illnesses including ear, nose, throat disorders, pulmonary disorders, cardiac disorders, gastrointestinal disorders, and genetic disorders. Prerequisites: NUR500, NUR650, NUR660, NUR661, NUR670, NUR671, NUR602 Co-requisite NUR603A

NUR 604 (3 credits)

Primary Health Care of the Family III: Pediatrics

This course focuses on the clinical management of children and adolescents with common acute and behavioral health conditions. Attention will be paid to the needs of culturally diverse and vulnerable populations, available resources for patients and the impact of illness on the family. The primary focus of the course is on the application of theoretical principles, assessment skills, critical thinking, evidenced-based practice guidelines, and comprehensive treatment programs for children and adolescents with high-prevalence illnesses including ear, nose, throat disorders, pulmonary disorders, cardiac disorders, gastrointestinal disorders, and genetic disorders.

NUR 604A (2 credits, 120 clinical hours)

Primary Health Care of the Family Practicum III

This course focuses on the application of knowledge gained in the classroom from the co-requisite course, Primary Health Care of the Family II. Screenings, health maintenance, and management of health problems in young adults, adults, older adults and their families will make-up the clinical experiences of this course.

NUR 605 (3 credits)

Primary Health Care of the Family IV: Women's Health

This course focuses on the clinical management of women's health issues including preventive care; acute and chronic infections and health problems; diagnosis and management of pregnancy and prevention of pregnancy; and menopausal issues in the context of aging and social health conditions. Attention will be paid to the needs of culturally diverse and vulnerable populations, available resources for patients. The primary focus of the course is on the application of theoretical principles, assessment skills, critical thinking, evidenced-based practice guidelines, and comprehensive treatment programs for women throughout the life cycle.

NUR 605A (2 credits, 120 clinical hours)

Primary Health Care of the Family IV: Women's Health Practicum

This course focuses on the clinical management of children and adolescents with common acute and behavioral health conditions. Attention will be paid to the needs of culturally diverse and vulnerable populations, available resources for patients and the impact of illness on the family. The primary focus of the course is on the application of theoretical principles, assessment skills, critical thinking, evidenced-based practice guidelines, and comprehensive treatment programs for children and adolescents with high-prevalence illnesses including ear, nose, throat disorders, pulmonary disorders, cardiac disorders, gastrointestinal disorders, and genetic disorders.

NUR 691 (3 credits)

Family Nurse Practitioner Integration

This course is the final synthesis and integration of advanced practice nursing knowledge (theoretical and clinical) in the primary care management of individuals and families across the lifespan. Business practice, entry into the work-force as an Advanced Practice Nurse and preparation for certification examination are highlighted. Summative evaluation of students' cognitive and psychomotor skills will occur in clinically simulated environments.

NUR 691A (3 credits, 150 clinical hours)

Family Nurse Practitioner Integration Practicum

This course is the final clinical synthesis and integration of advanced practice nursing knowledge in the primary care management of individuals and families across the lifespan. Entry into the workforce as an Advanced Practice Nurse and preparation for certification examination are highlighted. Summative evaluation of students' cognitive and psychomotor skills will occur in clinical environments.

DOCTOR OF NURSING PRACTICE

Program Purpose and Mission

The purpose of the Doctor of Nursing Practice program is to develop nursing leaders who strive to advance the profession of nursing by enhancing, alleviating, and ameliorating health and health care delivery services.

The mission of the program aligns with the parent organization's mission to provide students with opportunities to develop the knowledge, understanding, and skills necessary for continued employment as a DNP.

Philosophy and Conceptual Model

The nursing program has 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.

RECRUITMENT FOR THE DNP PROGRAM

Required documents for admission are as follows:

Candidates for admission to the DNP program are required to hold a Master's degree in nursing from a regionally or nationally accredited university with minimum nursing graduate level GPA of 3.2 or higher. Students must also enter with and maintain an active unrestricted registered nurse or advanced practice nursing license. All students are encouraged to submit Graduate Records Exam (GRE) scores in support of their application. 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 DNP faculty. Interviews may be conducted via teleconference. Please note: An interview is not granted to all applicants.

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
- 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 a regionally or nationally accredited institution
 - Completion of the first semester of enrollment with a minimum grade average of 3.0.
 - Failure to achieve/maintain the 3.0 grade point average required at the end of the first semester may lead to suspension or dismissal from the University.
- Successful background check at admissions
- Successful drug screen at admissions or before clinical practicum or immersion experience

DEGREE COMPLETION REQUIREMENTS FOR THE DOCTOR OF NURSING PRACTICE PROGRAM

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

- Earn 36 graduate semester credit hours including Core courses (21 credits), DNP Project courses (4 credits, 60 clinical hours), Practice Immersion courses (8 credit hours, 480 clinical/immersion hours), and one elective course (3 credit hours)
- Document an additional 460 clinical/immersion 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 Program Chair. The DNP Practice Immersion require on-site hours at instructor-approved practice sites.
- Complete (1) four day residency after completing NUR801 and NUR801A during their program and before beginning NUR804 and NUR804A.

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 *Introduction 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
NUR703 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	3.0 credit hours

*NUR700 is a prerequisite courses

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 hours)	1.0 credit hour
NUR804 DNP Project IV: Evaluation of Outcomes & Dissemination	1.0 credit hour

Practice Immersion Courses (8.0 credit hours, 480 clinical hours)	
NUR801A Practice Immersion I (120 clinical hours)	2.0 credit hours
NUR802A Practice Immersion II (120 clinical hours)	2.0 credit hours
NUR803A Practice Immersion III (120 clinical hours)	2.0 credit hours
NUR804A Practice Immersion IV (120 clinical hours)	2.0 credit hours

Elective Courses (choice of one 3.0 credit hour course)	
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

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 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.

NUR 703 (3 credits, 115 clinical hours)

Epidemiology and Biostatistics in Health Care (115 clinical 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, 115 clinical hours) **Organizational Management, Quality, & Safety (115 clinical 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, 115 clinical hours)

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

Economics & Business Planning for Advanced Practice (115 clinical 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.

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

NUR 801 (1 credit)

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 credit)

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 credit, 60 clinical hours)

DNP Project III: Implementation (60 clinical 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 credit)

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.

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

NUR 801A (2 credits)

Practice Immersion I (120 clinical 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 credits)

Practice Immersion II (120 clinical 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 credits)

Practice Immersion III (180 clinical 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 credits)

Practice Immersion IV (120 clinical 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)

NUR 711 (3 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.

NUR 712 (3 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.

NUR 713 (3 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 MSN Program is accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, (202) 887-6791, www.aacn.nche.edu.

PROGRAM OVERVIEWS

PROGRAM OVERVIEW: MASTER OF SCIENCE IN NURSING

Program Goals

The goals of the program are to:

1. Prepare graduate students to obtain the necessary competencies to work in the areas of advanced practice nursing as a nurse leader.
2. Prepare and graduate students with versatile skills in critical thinking, problem-solving, decision-making, and ethical reasoning to embrace opportunities and work through challenges in a global health care environment.

Program Objectives (PO)

The objectives of the program aim to fulfill the recommendations of the American Association of Colleges of Nursing (AACN) guidelines as prescribed in the Essentials of Master's Education in Nursing for Professional Nursing Practice (AACN, 2011), and Supplemental Resource - Standards for Accreditation of Baccalaureate and Graduate Nursing Programs (CCNE, 2016).

1. Essential I: Background for Practice from Sciences and Humanities
2. Essential II: Organizational and Systems Leadership
3. Essential III: Quality Improvement and Safety
4. Essential IV: Translating and Integrating Scholarship into Practice
5. Essential V: Informatics and Healthcare Technologies
6. Essential VI: Health Policy and Advocacy
7. Essential VII: Interprofessional Collaboration for Improving Patient and Population Health Outcomes
8. Essential VIII: Clinical Prevention and Population Health for Improving Health
9. Essential IX: Master's-Level Nursing Practice

The objectives of the program is to prepare graduates to become:

PO1: Critical thinkers who creatively engage in rational inquiry using nursing processes and current research to improve healthcare outcomes.

PO2: Nursing professionals dedicated towards advancing a culture of professional excellence and achievement.

PO3: Caring, culturally responsive communicators capable of effectively leading interdisciplinary healthcare teams.

PO 4: Nursing leaders prepared to assume leadership roles in healthcare systems.

PO 5: Ethically responsive nursing leaders who advocate influencing policy decisions to improve healthcare that is effective, timely, efficient and equitable for all members of society.

PO 6: Effective collaborators of healthcare committed to improving best practices in health promotion, disease prevention, quality, safety and equality.

PO 7: Professional nurse leaders who effectively organize, document, and present ideas and formation.

Learning Outcomes (LO)

Upon completion of the program students will be able to:

- LO 1. Demonstrate comprehensive application of critical thinking using the nursing process
- LO 2. Identify strategies of research principles to promote health and improve patient outcomes.
- LO 3. Demonstrate a comprehensive professional knowledge of nursing culture standards of excellence.
- LO 3. Demonstrate a comprehensive professional knowledge of nursing culture standards of excellence.
- LO 4. Demonstrate the culture of professional nursing excellence achieved through scholarship and life-long learning.
- LO 5. Demonstrate caring, culturally responsive communication, capable of effectively leading interdisciplinary health care teams.
- LO 6. Incorporates linguistic, cultural, and spiritual considerations for multicultural populations into the nursing process to positively impact health outcomes for individuals, families, and diverse communities.
- LO 7. Demonstrate understanding of leadership roles for quality healthcare outcomes.
- LO 8. Demonstrate nursing leadership to facilitate interpersonal collaborations, conflict resolution and team-building in health care systems.
- LO 9. Demonstrate understanding of competent ethical principles and values of nursing practice.
- LO 10. Demonstrate knowledge of ethical healthcare policy decision-making of all components of nursing practice in healthcare organizational systems.
- LO11: Demonstrate comprehensive professional knowledge of best practices in health promotion and disease prevention.

LO 12. Demonstrate comprehensive professional knowledge to champion quality, safety, and equality in healthcare.

LO 13. Communicates clearly and logically through written communication for professional delivery.

LO 14. Incorporates APA professional writing skills and standards including concise organization, grammar, references, and citations.

LO 15 Shows evidence of higher level thinking skills including application, analysis, making predictions, drawing inferences, cause and effect relationships, comparing and contrasting, evaluation, and synthesis.

PROGRAM OVERVIEW: MASTER OF SCIENCE IN NURSING FAMILY NURSE PRACTITIONER

Program Goals

The goals of the program are to:

1. Prepare graduate students to obtain the necessary competencies to work in the areas of advanced practice nursing as a Family Nurse Practitioner.
2. Prepare and graduate students with versatile skills in critical thinking, problem-solving, decision-making, and ethical reasoning to embrace opportunities and work through challenges in a global health care environment.

Program Objectives (PO)

The objectives of the program aims to fulfill the recommendations of the American Association of Colleges of Nursing (AACN) guidelines as prescribed in the Essentials of Master's Education in Nursing for Professional Nursing Practice (AACN, 2011) and Supplemental resource - Standards for Accreditation of Baccalaureate and Graduate Nursing Programs (CCNE, 2016):

1. Essential I: Background for Practice from Sciences and Humanities
2. Essential II: Organizational and Systems Leadership
3. Essential III: Quality Improvement and Safety
4. Essential IV: Translating and Integrating Scholarship into Practice
5. Essential V: Informatics and Healthcare Technologies
6. Essential VI: Health Policy and Advocacy
7. Essential VII: Interprofessional Collaboration for Improving Patient and Population Health Outcomes
8. Essential VIII: Clinical Prevention and Population Health for Improving Health

9. Essential IX: Master's-Level Nursing Practice

The program aims to prepare graduates to care for individuals and families across the life span with a focus on family centered care. The National Organization of Nurse Practitioner Faculties (NONPF), in collaboration with AACN, developed a set of population-focused competencies for *all nurse practitioners* in 2013. The MSN FNP Program Objectives (PO) are developed in accordance with the nine domains of NONPF FNP Competencies (NONPF, 2013), which are in accordance with the nine domains of knowledge and skills all nurses prepared in graduate nursing programs must acquire (AACN, 2011).

1. Scientific foundation competencies
2. Leadership competencies
3. Quality competencies
4. Practice inquiry competencies
5. Technology and information literacy competencies
6. Policy competencies
7. Health delivery system competencies
8. Ethics competencies
9. Independent practice competencies

The objectives of the program is to prepare graduates to become:

PO 1: Critical thinkers who integrate theory, experiential knowledge and research synthesized into evidence-based advanced nursing practice.

PO 2: Nursing professionals dedicated towards integrating advanced nursing knowledge and clinical excellence, within the family nurse practitioner area of specialization.

PO 3: Caring, culturally appropriate communicators with patients, their families, and with members of the health care team.

PO 4: Advanced practice nursing leaders who facilitate interdisciplinary collaboration to achieve desired health outcomes for patients, population and healthcare systems.

PO 5: Ethically responsive advanced practice nurses who influence policy decisions for optimal health care that effective, timely, efficient and equitable.

PO 6: Effective collaborators of advanced practice healthcare committed to best practices in health promotion, disease prevention and management, and in quality and safety.

PO7: Advanced practice nurses who effectively organize, document, and present ideas and formation.

Learning Outcomes (LO)

Upon completion of the program students will be able to:

LO1: Identify strategies of scientific and biostatistical research principles to interpret health problems, encountered in healthcare practice to improve patient outcomes.

LO2: Demonstrate critical thinking in the assessment, diagnostic, management, and reasoning skills in the process of clinical decision making, within the scope of family nurse practitioner practice.

LO3: Demonstrate requisite knowledge and proficiency in the utilization of evidenced-based decisions to influence healthcare management of individuals, families, and communities.

LO4: Assess, plan, and implement patient care based on evidence-based rationales and practice guidelines using referral and consultations as necessary.

LO5: Incorporate linguistic needs, cultural preferences, spiritual, beliefs, health behaviors and traditional practices for multicultural populations into the nursing process to positively affect healthcare outcomes for individuals, families, and multicultural communities.

LO6: Identify community resources to promote culturally appropriate, cost-effective health promotion, and disease prevention for all inclusive of diverse and vulnerable populations.

LO7: Integrates evidence, clinical judgment, and interprofessional perspectives in planning, implementing, and evaluating outcomes of care for patients, families, and populations.

LO8: Demonstrates application of leadership knowledge, organizational systems, and health care policy incorporating managerial skills in communication and collaboration with other health care professionals.

LO9: Utilize principles of ethical decision-making for complex issues related to appropriate treatment modalities considering cost, invasiveness, and efficacy in-patient and family-centered care.

LO10: Applies ethically sound solutions to complex issues related to healthcare and patient accountability, cost, invasiveness and efficacy.

LO11: Demonstrate ability to collaboratively synthesize plan of comprehensive care of individuals, families, and communities based on their bio-psycho-social needs in a climate of patient-centered confidentiality, privacy, and emotional support.

LO12: Collaborate with interdisciplinary team to champion quality, safety, and equality in health care, assimilating relevant technological resources into clinical practice.

LO13: Communicates clearly and logically through written communication for professional delivery.

LO14: Incorporates APA professional writing skills and standards including concise organization, grammar, references, and citations.

LO15: Shows evidence of higher level thinking skills including application, analysis, making predictions, drawing inferences, cause and effect relationships, comparing and contrasting, evaluation, and synthesis.

PROGRAM OVERVIEW: DOCTOR OF NURSNG SCIENCE

Program Goals

The goals of the program are to:

1. Prepare graduates to possess advanced competencies for increasingly complex practice, faculty, and leadership roles in nursing.
2. Develop nursing leaders who strive to advance the profession of nursing by enhancing, alleviating, and ameliorating health and health care delivery services.

Program Objectives (PO)

The objectives of the program aim to fulfill the recommendations of the American Association of Colleges of Nursing (AACN) guidelines as prescribed in *The Essentials of Doctoral Education for Advanced Nursing Practice* (AACN, 2006) and *The Doctor of Nursing Practice: Current Issues and Clarifying Recommendations* (AACN, 2015), and Supplemental resource - *Standards for Accreditation of Baccalaureate and Graduate Nursing Programs* (CCNE, 2016).

1. Essential I: Scientific Underpinnings for Practice
2. Essential II: Organizational and Systems Leadership for Quality Improvement and Systems Thinking
3. Essential III: Clinical Scholarship and Analytical Methods for Evidence-Based Practice
4. Essential IV: Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care
5. Essential V: Health Care Policy for Advocacy in Health Care
6. Essential VI: Interprofessional Collaboration for Improving Patient and Population Health Outcomes
7. Essential VII: Clinical Prevention and Population Health for Improving the Nation's Health
8. Essential VIII: Advanced Nursing Practice

The objectives of the program is to prepare graduates to:

PO1: 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.

PO2: 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.

PO3: Develop standards of nursing practice to deliver culturally competent, high quality health services to individuals, populations and systems.

PO4: Enact leadership, critical thinking and effective communications skills to design, evaluate, and improve the implementation of quality nursing services and educational programs.

PO5: Analyze the epidemiological, financial, sociopolitical and organizational forces in the health care environment at the systems level, within ethical, legal and humanistic frameworks.

PO6: Lead interdisciplinary collaboration to facilitate and improve desired health outcomes for individuals, populations and systems.

PO7: 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.

Learning Outcomes (LO)

Upon completion of the program students will be able to:

LO1. Explain the educational foundations and competencies for evidence-based, culturally sensitive DNP practice to other health professionals, policy makers, and the public

LO2: Advocate for the nursing profession, social justice, equity, and ethical policies within the policy and healthcare communities

LO3: 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

LO4: Lead interprofessional teams in the use of information technology and research methods to collect, analyze, and evaluate appropriate and accurate data to generate evidence in order to improve individual, aggregate, and population health outcomes

LO5: 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 taking into account patient, family, and community characteristics that affect health outcomes

LO6: 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

LO7: Devise interprofessional, patient-centric, culturally competent collaborations that produce cost-effective quality health care solutions for individuals, populations, and systems

LO8: Generate and defend a scholarly product that leads to frameworks culturally competent, ethical, and humanistic organizational change, utilizing leadership, critical thinking and effective communications skills

LO9: Assess complex practice and organizational issues, leading interprofessional teams in the formulation of change initiatives that improve healthcare quality and access to care

LO10: Communicates clearly and logically through written communication for professional delivery.

LO11: Incorporates APA professional writing skills and standards including concise organization, grammar, references, and citations.

LO12: Shows evidence of higher level thinking skills including application, analysis, making predictions, drawing inferences, cause and effect relationships, comparing and contrasting, evaluation, and synthesis.

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	Less than 70%*
AU	Audit	Not Computed	
I	Incomplete	Not Computed	
W	Withdrawal	Not Computed (prior to 50% completion)	
WNA	Withdrawal/ No Attendance	Not Computed	
	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 time period will, without administrative approval, result in a failing grade.

TRANSFER OF CREDIT POLICY

The Dean of the Graduate School evaluates transcripts and determines potential transfer credit granted to students. The following guidelines are used in evaluating transcripts received from other accredited institutions:

1. Official transcripts must be received directly from the former institution within a student’s first semester or no transfer credits are officially granted.
2. Course descriptions from a former institution’s catalog are analyzed and credit is accepted for those successfully completed courses that parallel course content and duration of Keiser University courses. Courses in a student’s major must meet the same general course objectives as Keiser University courses.
3. Only courses with a grade of "B" or higher are considered for transfer credit.
4. Graduate students may transfer no more than six semester credit hours to the graduate program at Keiser University and must meet graduate residency requirements.

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.

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 Student Advisors
- Chairs
- Faculty Members

What we do

The Dean's office can help you 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 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

What we do

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 your campus Bookstore. Hours of operation are posted outside the Bookstore. Students may also purchase textbooks online through the eCampus bookstore. Go to <http://keiserugradschool.org> to find the eCampus bookstore and textbook list. Contact number: 954 318 1620 Ext. 120

Please contact the Bookstore Manager if you have questions about your book order.

ORIENTATION

Orientation is conducted online, held prior to the first day of each term or in your first classes at the Graduate School. It is designed to facilitate the student's transition to graduate school and to familiarize new students with the organization and operation of the University and with learning at the graduate level. Accordingly, all new students are encouraged to attend the orientation or taking the orientation course.

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 health fields 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 Catalogue).
- **Referral Cards** are distributed by the Student Services Departments to students. These wallet-size cards give valuable information including (a) the Keiser Hot Line at 1-877-3-KEISER, (b) the 2-1-1 Referral Services statewide referral phone number to the network of social services, (c) FEMA hotline number at 1-800-621-FEMA, and a (d) listing of statewide numbers for the American Red Cross. (J. Bledsoe, personal communication, March 16, 2009).
- **New Onboarding Graduate School Orientation Course** is designed to undergird 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 Catalogue).
- **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 Catalogue).
- **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 Catalogue).

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 and transfer students are encouraged 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. In addition to participating in individual sessions, a master degree seeking student may pursue the Leadership Distinction Program (see Section II).

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 a 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 LOCATIONS

Daytona Beach Branch Hours:

	(386) 274-5060
Monday	7:30 AM – 9:00 PM
Tuesday	7:30 AM – 9:00 PM
Wednesday	7:30 AM – 3:00 PM
Thursday	7:30 AM – 9:00 PM
Friday	7:30 AM – 3:00 PM
The Saturday BEFORE final exams only	9:00 AM – 12:00 PM

Ft. Lauderdale Branch Hours:

	(954) 776-4456
Monday	7:30 AM – 9:30 PM
Tuesday	7:30 AM – 9:30 PM
Wednesday	7:30 AM – 9:30 PM
Thursday	7:30 AM – 9:30 PM
Friday	7:30 AM – 6:00 PM
Saturday	8:00 AM – 5:00 PM

Jacksonville Branch Hours:

	(904) 296-3440
Monday	7:30 AM – 8:00 PM
Tuesday	7:30 AM – 8:00 PM
Wednesday	7:30 AM – 1:00 PM
Thursday	7:30 AM – 8:00 PM
Friday	7:30 AM – 1:00 PM

Kendall Branch Hours:

	(305) 596-2226
Monday	7:30 AM – 10:00 PM
Tuesday	7:30 AM – 10:00 PM

Wednesday 7:30 AM – 8:00 PM
Thursday 7:30 AM – 10:00 PM
Friday 7:30 AM – 5:00 PM

Lakeland Branch Hours:

(863) 701-7789
Monday 7:30 AM – 9:00 PM
Tuesday 7:30 AM – 9:00 PM
Wednesday 7:30 AM – 3:00 PM
Thursday 7:30 AM – 9:00 PM
Friday 7:30 AM – 3:00 PM

Melbourne Branch Hours:

(321) 409-4800
Monday 7:30 AM – 9:00 PM
Tuesday 7:30 AM – 9:00 PM
Wednesday 7:30 AM – 8:00 PM
Thursday 7:30 AM – 9:00 PM
Friday 7:30 AM – 5:00 PM

Orlando Branch Hours:

(407) 273-5800
Monday 7:30 AM – 10:00 PM
Tuesday 7:30 AM – 10:00 PM
Wednesday 7:30 AM – 8:00 PM
Thursday 7:30 AM – 10:00 PM
Friday 7:30 AM – 5:00 PM

Pembroke Pines Branch Hours:

(954) 431-4300
Monday 7:30 AM – 9:00 PM
Tuesday 7:30 AM – 9:00 PM
Wednesday 7:30 AM – 9:00 PM
Thursday 7:30 AM – 9:00 PM
Friday 7:30 AM – 3:00 PM

Port St. Lucie Branch Hours:

(772) 398-9990
Monday 7:30 AM – 9:00 PM
Tuesday 7:30 AM – 9:00 PM
Wednesday 7:30 AM – 8:00 PM
Thursday 7:30 AM – 9:00 PM
Friday 7:30 AM – 5:00 PM
Saturday 9:00 AM – 1:00 PM

Sarasota Branch Hours:

(941) 907-3900
Monday 7:30 AM – 9:00 PM

Tuesday	7:30 AM – 9:00 PM
Wednesday	7:30 AM – 4:30 PM
Thursday	7:30 AM – 9:00 PM
Friday	7:30 AM – 2:00 PM

Tallahassee Branch Hours:

	(850) 906-9494
Monday	7:30 AM – 10:00 PM
Tuesday	7:30 AM – 10:00 PM
Wednesday	7:30 AM – 7:00 PM
Thursday	7:30 AM – 10:00 PM
Friday	7:30 AM – 2:30 PM
Saturday	9:00 AM – 1:00 PM

Tampa Branch Hours:

	(813) 885-4900
Monday	7:30 AM – 9:30 PM
Tuesday	7:30 AM – 9:30 PM
Wednesday	7:30 AM – 2:00 PM
Thursday	7:30 AM – 9:30 PM
Friday	7:30 AM – 2:00 PM

West Palm Beach Branch Hours:

	(561) 471-6000
Monday	7:30 AM – 9:00 PM
Tuesday	7:30 AM – 9:00 PM
Wednesday	7:30 AM – 8:00 PM
Thursday	7:30 AM – 9:00 PM
Friday	7:30 AM – 4:30 PM
Saturday	9:00 AM – 1:00 PM

LIBRARY

Welcome to Library! Our library staffs are 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 in-house 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 South East Florida Library Information Network (SEFLIN), the North East 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)
Reserve materials circulate (or do not)	
- as specified by the instructor placing the reserve.	
Serials (magazines, newspapers, & journals)	7 days
Theses	0 days (do not circulate)
Videos	3 days

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.

Hold

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 very important 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 are not considered as eligible reasons for special exceptions.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

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 in excess of "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 wonderful online resources 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 log-ins 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 or not 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 of these 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 of 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 to 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 of 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 register 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.

KEISER UNIVERSITY GRDUATE SCHOOL POLICY GOVERNING ACADEMIC HONESY

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 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 has to 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 of 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 has to 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.

Lazy Writing

Lazy writing is a writing flaw, not a violation of academic integrity, which is otherwise discouraged. In the case of lazy 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.

ONLINE: THE SOUTH FLORIDA REVIEW OF HIGHER EDUCATION PEDAGOGY

The South Florida Review of Higher Education Pedagogy is an online, peer-reviewed journal published bi-annually by the Center for Teaching and Learning at Keiser University. It is designed to be a means for articles, essays, and discussions regarding the principles and practices specific to higher education. These areas include teaching and learning, student services, financial services, enrollment management, accreditation, and management and leadership. Career colleges and universities are organized around these major areas; however, the purpose of The South Florida Review of Higher Education Pedagogy is to encourage a forum for persons involved in these areas of higher education, to be able to share practices, research, and stories regarding best practices, evidence-based practices or lessons learned so that a body of knowledge can exist on how to better serve students. The Editorial Board is created to help select, analyze, and provide the best articles, essays, discussions to promote student success. The Editors-in-Chief encourages email, questions, comments, published responses to articles and participation to foster a needed conversation within the higher education community, as well as needed collaboration among the principles and practices of higher education.

MASTERS LEVEL RESOURCES

Leadership Distinction Program

Leadership program is opened to all students in certificates, associate, baccalaureate, and Master's degrees.

Students must participate in required number of leadership seminars based on the length of their program and required number of community service projects: **Master program:** 8 leadership seminars; 2 community service projects.

Seminars will be provided by the Department of Student Services via on campus presentations as well as through online platforms. The following FOUR seminars are required: (1) Getting the Interview includes: Cover Letter, Resume, and Thank you; (2) The Interview, includes: Interviewing Skills and Soft Skills; (3) Financial Success Strategies, and (4) Job Search using Technology.

You may choose out of the following seminars to complete the program which consists of: Networking, Study Skills, Time Management, Leadership, Civic Responsibilities, and Professionalism.

Community Service Projects: minimum 4 hours = 1 service project. Students are required to sign in at the beginning and end of each seminar.

Upon completion of the program, the student will receive: (a) single red honor cord to wear at graduation and denoted in commencement program, (b) Letter of completion of Leadership Program by Campus President, and (c) Student Certificate.

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