University of Central Arkansas

School of Nursing



Graduate Student Handbook

(MSN, PMC, DNP)

2026-2027

Welcome from the Director



It is my pleasure to welcome you to the University of Central Arkansas' School of Nursing. Commitment to excellence in nursing education and student success is our primary mission. Explore this handbook and our website to learn more about our programs and activities – let us help you achieve your professional goals.

~ Dr. Susan Gatto, PhD, RN



Welcome from the Graduate Program Coordinator

Congratulations on your entry into the University of Central Arkansas' School of Nursing Graduate Program. Regardless of what specialty track you have chosen; the graduate faculty are committed to helping students succeed. With this new educational step, it is important to realize that graduate education is more than just simple knowledge attainment but application, analysis, synthesis, and evaluation of new knowledge. Reviewing this handbook will help guide your progression through our program. If something is missing or unclear, feel free to contact me.

~ Dr. Stacy Harris, DNP, APRN, ANP-BC

University of Central Arkansas
School of Nursing
201 Donaghey Avenue
Conway, Arkansas 72035
Phone 501-450-3119 • Fax 501-450-5560

About this Handbook

The Graduate Nursing Student Handbook contains policies and procedures for students in the Master of Science in Nursing (MSN) program, Post Masters Certificate track, and Doctor of Nursing Practice (DNP) program.

This is one of several official UCA publications you need as a UCA student. These publications contain rules, regulations, and policies that apply to all UCA students.

- The University of Central Arkansas Graduate Bulletin
- UCA Student Handbook
- UCA Police Department Policies and Regulations

The current edition of this handbook should be referred to throughout this academic year. It contains the rules, regulations, and policies that apply to all UCA nursing students. The information in this handbook in no way exempts you from the requirements of the University as found in the other official publications.

Policies and procedures change over time. Changes in such vital areas as curriculum or requirements for graduation will not be made retroactively unless they are to the students' advantage and can be accommodated within the remaining time before graduation. Policy revisions made after August 2023 will be disseminated via UCA email.

The UCA School of Nursing Graduate Student Handbook is updated every year and students are accountable to policies herein and revisions that have been sent by UCA email.

Table of Contents

University of Central Arkansas 0
Welcome from the Director i
Welcome from the Graduate Program Coordinator i
UCA School of Nursing 1
- History 1
- Mission and Philosophy 1
- Accreditation 2
- Faculty and Staff 2

Graduate Program Information 4
- Graduate Program Outcomes 5
- MSN Program 5
- DNP Program 6
- Tuition 7
- Program Track changes 7
- Instructional Methods 7
- Online Insturction 8

Program Admission Requirements 11
- Admission Requirements 11
- MSN requirements 11
- DNP requirements 12
- New Student Requirements 13
- Criminal Background 13
  - Immunizations 14
  - Nursing Licenses 14
  - CPR 15
- Health Insurance 15
- Other 14
- COVID-19 Training 15
- Continuing Student Requirements 16
- Additional information 16

Student Advising and Registration 17
- Education Counselor Advising ..... **Error! Bookmark not defined.**
- Clinical Advising 17
- Financial Aid 17
- Course Cancellation 17
- Other Student resources 17

Academic Policies 18

Academic Integrity 18
Academic Misconduct and Plagiarism 18
Honor Commitment 25
Academic Program Progression 19
Appeal Procedures 21
Formal Complaint 22
Assignment Late Policy 21
Testing Policies 23
Inclement Weather 24
Grading Scale 20
Student Responsibilities and Behavior 25
HIPPA/Confidentiality 25
Professional Boundaries 25
Electronic communication 26
Recording of Classes and Distribution of Course Materials by Students ..... **Error! Bookmark not defined.**
Criminal charges 27
Substance abuse 27
Social Media 31
Name and Address Change 32
Sexual Harassment 32
Job Reference Requests 32
STUDENT CLINICAL EXPEREINCE AND SIMULATION 33
Nabholz Simulation Center ..... **Error! Bookmark not defined.**
Clinical Legal Documents 33
MSN Clinical Experience Guidelines 33
CNES track 33
CNL track ..... **Error! Bookmark not defined.**
NP track ..... **Error! Bookmark not defined.**
DNP Clinical Experience Guidelines 36
Obtaining a mentorship ..... **Error! Bookmark not defined.**
DNP Clinical Internship hour requirements 37
Dress code 33
Infection control standards 37
Blood and body exposure 37
RESEARCH AND SCHOLARSHIP 39
Protestation of Human Subjects 39
Student Participation in Program Evaluation and Research 39
Institutional Review Board 39

DNP Research 39
PROFESSIONAL ORGANIZATIONS AND COMMITTEES 41
School of Nursing Committees 41
Professional organizations 41
SIGMA THETA TAU 41
UCA ALUMNI ASSOCIATION 41
GRADUATION AND LICENSURE 43
Application for graduation 43
Convocation 43
National certification 43
Expenses 43
AWARDS AND SCHOLARSHIPS 44
Outstanding DNP award 44
Outstanding Nurse Education with a Clinical Specialty award 45
Outstanding Nurse Practitioner award 45
Suzanne Harvey scholarship 45
Hawk McCaslin Nursing Scholarship 46
Johnelle Hunt Nursing Scholarship 46
Martin Nursing Scholarship 46
Appendix 46
A- preceptor agreement form 47
B-mentor agreementform 48
c-readmission form 49
d-alternate plan of study form 50

Chapter 1

UCA School of Nursing

History

The School of Nursing was established in the spring of 1967 after the closure the baccalaureate nursing program at Ouachita Baptist College in Arkadelphia. The Ouachita program was in existence for two years after replacing Little Rock's Baptist Medical System's diploma school of nursing.

In order to provide a continuation of education for the enrolled students, numbering more than 100, UCA (then State College of Arkansas) was asked to initiate a nursing program and accept the nursing students from Ouachita. The first class of 26 baccalaureate students graduated in the spring of 1969.

The UCA School of Nursing was established with funding assistance from the city of Conway and by Governor Winthrop Rockefeller. The School of Nursing has been an integral part of the university's academic community since its inception. It has consistently received the administrative support and cooperation required to sustain quality undergraduate and graduate programs.

The BSN program received its initial NLN accreditation in 1969. In keeping with the historical role of UCA as an institution for the preparation of teachers, a graduate program in nursing education (MSE) was established in 1970. In 1977, the graduate program was revised to offer a Master of Science in Nursing (MSN) degree. The MSN program was granted initial NLN accreditation in the fall of 1982. In 2014, the Doctor of Nursing Practice program received full approval from the Higher Learning Commission and admitted the first cohort of DNP students. Full accreditation of the DNP program was awarded in 2015.

In 2016, the UCA Department of Nursing officially became the UCA School of Nursing and the Nabholz Center for Healthcare Simulation was established. The Integrated Health Science Center was completed in 2021. It houses the School of Nursing and the Nabholz Center for Healthcare Simulation, as well as the Interprofessional Health Clinic.

Mission and Philosophy

Mission - The School of Nursing is committed to educating students at the undergraduate and graduate levels as leaders in the delivery of quality health care and advancement of the nursing profession.

Philosophy - Excellence in nursing education is achieved through dedicated nursing faculty and their ongoing commitment to teaching/learning, student success, scholarship, and service to the community. The process of learning involves student-teacher partnerships and cooperation in meeting student and program goals. The nursing faculty serves as role models who guide students in developing an understanding of the discipline and in developing

leadership, accountability, cultural competence, safe and ethical practice, and interdisciplinary collaboration. Learning is a life-long endeavor that fosters intellectual and personal growth through critical thinking, active inquiry and creative endeavors.

- **Profession:** Nursing is a professional discipline concerned with meeting the health needs of a diverse and changing society. As a profession, nursing is legally and ethically accountable to society for the integrity and outcomes of its practice. Professional nursing is an art and a science grounded in general education and derived from the synthesis of empirical knowledge, aesthetics, personal knowledge, and ethics. Nursing knowledge is built through scholarly inquiry and study, self-reflection, and a variety of clinical and professional experiences.

- **Practice:** Nursing practice includes direct and indirect care, prevention and treatment of disease and illness, management of symptoms, and promotion of the health and well-being of self, individuals, families, groups, communities, and populations. Professional nursing practice requires the acquisition of knowledge, competencies and values; role development; self-awareness; and acceptance of sociopolitical, ethical and professional responsibilities. Caring is fundamental to nursing and encompasses the characteristics of empathy, compassion, sensitivity, and the ability to connect with patients with thoughtful attention to patient's needs, interests, and values.

- **People**: Nurses believe people are holistic beings with inherent dignity and worth who have the right and responsibility to participate in decisions that affect their health. Health is a dynamic state of physical, spiritual, emotional and psychosocial being, affected by genetics, environmental factors, personal behaviors, and abilities to adapt in a rapidly evolving environment. Health is expressed in terms of perceived wellness and illness, both of which can occur in the presence or absence of disease.

Accreditation

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program and the post-graduate APRN certificate program at the University of Central Arkansas, School of Nursing is accredited by the Commission on Collegiate Nursing Education, 655 K. Street, NW, Suite 750, Washington, DC 20001, 202-887-6791. Programs are fully approved by the Arkansas State Board of Nursing.

Faculty and Staff

Go to the UCA School of Nursing website for a list of faculty and staff, office locations, email, and phone numbers: https://uca.edu/nursing/facultystaff/

ANA Code of Ethics for Nurses

The School of Nursing adheres to the American Nurses Association Code of Ethics principles. Each student is to adhere to the values and ethics expressed in the ANA Code of Ethics for Nurses with Interpretive Statements (2015) The Code can be viewed and purchased online.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient/client, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient/client.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient/client care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

Chapter 2

Graduate Program Information

The University of Central Arkansas offers two graduate programs: The Master of Science in Nursing (MSN), and the Doctor of Nursing Practice (DNP) programs. The MSN has two tracks: the family nurse practitioner and nurse educator.

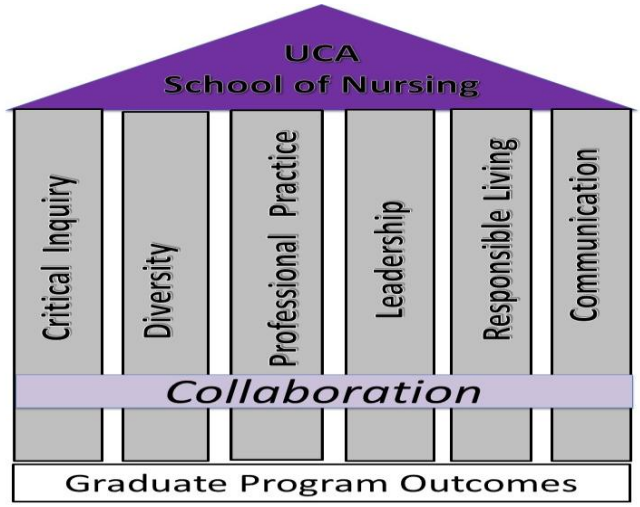
The post-masters DNP is completely online. Online programs have rapidly become commonplace in universities, encouraging working professionals to pursue higher education. Online courses have a flexible component not found in the traditional face-to-face classroom. However, students should expect to devote the same amount of time to online courses as they would for face-to-face courses.

Graduate Program Outcomes

The graduate program outcomes are based on many nursing guiding documents: the 2021 AACN Essentials: Core Competencies for Professional Nursing Education and the 2022 National Organization of Nurse Practitioners Faculties (NONPF)- Nurse Practitioner Role Core Competencies. (updated 2025)

Upon graduation, the UCA School of Nursing graduate-level nurse will have the beginning competencies in the following:

- **Critical Inquiry**- critically analyzes data and generates meaningful evidence using scientific methodologies to improve healthcare outcomes.
- **Communication**- develops and presents ideas logically and effectively using multiple modalities to enhance the dissemination of knowledge and collaboration with diverse individuals, groups, and populations.
- **Responsible Living**- advocates for solutions to real-world problems; considers the impact of health policy on diverse populations; integrates patient-centered care and ethical principles in complex decision-making; and demonstrates a commitment to personal health and well-being.
- **Population Health**- addresses the needs of diverse individuals, groups, populations, providers, and other stakeholders.
- **Professional Practice**- demonstrates advanced clinical judgement, systems thinking, and accountability in designing, delivering, and evaluating evidence-based care to improve patient outcomes, utilizing informatics and healthcare technologies.
- **Leadership**- assumes complex and advanced leadership roles to manage care; initiate and guide change; advocates for health policy that promotes access, quality healthcare and patient safety.
- **Collaboration**- builds, leads, and participates in interprofessional partnerships that foster open communication, mutual respect, and shared decision-making with individuals, groups, and populations to promote optimal outcomes.



Master of Science in Nursing (MSN) Program

The UCA School of Nursing offers a Master of Science in Nursing (MSN) degree. The Master of Science in Nursing (MSN) degree program is offered to BSN prepared nurses. The School of Nursing offers 2 MSN tracks: the family nurse practitioner and the nurse educator. Students in both tracks take core classes that are designed to meet national competencies. The plan of studies are as follows:

MSN FNP plan (8 semesters)

Fall 1st year -- 6 credit hours	Spring 1st year -- 6 credit hours	Summer 1st year-- 5 credit hours
6306 Research Methods 6320 Advanced Pathophysiology	6325 Advanced Pharmacology 6315 Advanced Health Assessment	7365 Population Health for Advanced Nursing Practice 6270 Advanced Diagnostics and Clinical Reasoning
Fall 2nd year-- 6 credit hours	Spring 2nd year-- 6 credit hours	Summer 2nd year-- 5 credit hours
6411 Introduction to Primary care I (140 direct care clinical hours) 6206 Evidence Based Practice and Quality Improvement	6412 Primary care of Adults I (140 direct care clinical hours) 6232 Health Policy for Advanced Nursing Practice	6313 Primary Care of Adults II (70 direct care clinical hours) 7240 Leadership for Advance Nursing Practice
Fall 3rd year 7 credit hours	Spring 3rd year 5 credit hours	
6418 Primary Care of Children (140 direct care clinical hours) 6334 Healthcare Systems and Informatics	6525 Clinical Immersion for the Family Nurse Practitioner (280 direct care clinical hours)	**46 credit hours** **770 direct patient care hours** **1 credit hour assigned to clinical hours =70 hours**

MSN NE (8 semester)

Fall Year One (6 credit hours)	Spring Year One (6 credit hours)	Summer Year One (6 credit hours)
6306 – Research Methods 6320 Advanced Pathophysiology	6315 – Advanced Health Assessment 6325 Advanced Pharmacology	7365 Population Health for Advance Nursing Practice 6345 Evaluation in Nursing Education
Fall Year 2 (5 credit hours)	**Spring Year 2 (5 credit hours)**	**Summer Year 2 (5 credit hours)**
6206 Evidence Based Practice and Quality Improvement 6334 Healthcare Systems and Informatics	6232 Health Policy for Advanced Nursing practice NURS 6348 – Instruct Design & Teaching Strategies	7240 Leadership for Advanced Nursing Practice 6350 Curriculum in Nursing and Health Professions
Fall 3 (3 credit hours)	**Spring 3 (3 credit hours)**	
NURS 6340 Clinical Immersion for Nurse Educator (210 clinical hours)	6349 – Teaching Immersion for the Nurse Educator (210 clinical hours)	**39 credit hours** **420 Clinical/practice hours** **1 credit hour assigned to clinical hours =70 hours**

To review course description, see the Graduate Bulletin http://uca.edu/gbulletin/courses/nursing/

For individuals who already have an MSN degree, we offer second degree options and Post Master's Certificate (PMC) in the tracks listed above.

Doctor of Nursing Practice (DNP) Program

The DNP program has two tracks: the post Baccalaureate in Nursing (BSN) to DNP, Family Nurse Practitioner track and the post-Master of Science in Nursing (MSN) to DNP track.

BSN to DNP Family Nurse Practitioner

The BSN-DNP, FNP track is currently not accepting new admissions

Post MSN-DNP

The post MSN to DNP (PM-DNP) program is for students who already hold a master's degree in nursing. The PM-DNP program is not specific to any specific specialty area but prepares nurses to practice at the most advanced level of nursing. Graduates are prepared to translate research and evidence into practice, lead interdisciplinary care teams, measure health-related outcomes, and improve the health of individual patients, groups, populations, and communities in their specialty area.

The current curriculum has a 33-credit hour minimum and is completely online. The track is currently undergoing revision that will go into effect in Summer semester 2027 for newly admitted students. For questions about this, contact Dr Stacy Harris. (stacyh@uca.edu or call 501-450-5521)

Summer Academic Year 1	Fall Academic Year	Spring Academic Year 1
• *NURS 6390* Statistical Methods and Data Analysis	• *NURS 7350* Translational Research Methods for Advanced Nursing Practice	• *NURS 7365* Population Health and Epidemiology (45 DNP Essentials hours)

• *NURS 6360* Philosophical and Theoretical Foundations for Advanced Nursing Practice • NUR 7105 Introduction to DNP project	• *NURS 7315* Healthcare Quality and Organizational Systems for Advanced Nursing Practice (45 DNP Essentials hours)	• *NURS 7320* Healthcare Economics and Finance for Advanced Nursing Practice *Depending on prior MSN clinical hours the student will be enrolled in either: NURS 7V15 or NURS 7110*
Summer Academic Year 2	**Fall Academic Year 2**	**Spring Academic Year 2**
• *NURS 7340* Leadership Principles for Advanced Nursing Practice (45 DNP Essentials hours) • *NURS 7330* Healthcare Informatics for Advanced Nursing Practice (45 DNP hours)	• *NURS 7325* Ethics for Advanced Nursing Practice (45 DNP Essentials hours) • NURS 7120 DNP Project (45 DNP Essentials hours)	• *NURS 6332* Health Policy for Advanced Nursing Practice (45 DNP Essentials hours) • NURS 7120 DNP Project (45 DNP Essentials hours)
All students must obtain 1000 post BSN clinical hours. Depending on MSN clinical practice hours, students may have to take additional DNP Internship hours to meet the minimum clinical hours. • **Plan of study provides a minimum of 360 clinical hours designed to meet the DNP Essential Competencies.** • **After completion of Fall Year 1, students needing additional clinical practice hours may take up to 4 credit hours of NURS 7V15 DNP Internship.**		

To review course description, see the Graduate Bulletin http://uca.edu/gbulletin/courses/nursing/

Tuition

The Student Accounts/Cashier's Office is in McCaslin Hall 144. (501) 450-5015. UCA's mission is to professionally assist students, parents, and third-party agencies through the payment process and serve as the main monetary collection point for the University of Central Arkansas. We strive to offer the best possible service consistent with policies and regulations. We provide information, assistance, and education to students and parents so that they can fully understand the cost of attending the University, the dates when these costs are due, and the methods of paying the costs. Specific information can be accessed via personal contact, our website, myUCA, the student handbook, the undergraduate and graduate bulletins, and invoices. The dates, times and instructions for paying fees are extremely important to avoid monthly late payment charges.

The current tuition and fees can be found at http://uca.edu/studentaccounts/tuition-and-fee-rates/ As a graduate nursing student, other fees above the tuition costs will be added. Go to the School of Nursing website for specific amount of the above fees. http://uca.edu/nursing/special-fees/.

Program Track changes

Changing plan of study or clinical tracks in the MSN and DNP programs requires approval by the School of Nursing director, Dr. Susan Gatto, based on the recommendations from the Graduate Program Coordinator. Students must submit the request in writing to the Graduate Program Coordinator. Granting track change will require an Alternate plan of study (see appendix C). Changes will be based on availability of classes and student's GPA.

Instructional Methods

The UCA School of Nursing uses innovative instructional methods to facilitate learning that may include face-to-face experiences in the traditional classroom setting for the nurse practitioner students; online learning delivered through Brightspace®; on-campus skills learning experiences in the Nabholz Center for Healthcare Simulation, the Interprofessional Teaching Center, and clinical experiences in various health care and community agencies located throughout Arkansas and other states. These innovative approaches are purposefully interwoven into our degree programs and are a vital part of our student learning experiences.

Brightspace® is the learning management system used at UCA for online course delivery and access is automatic with enrollment in a course. Brightspace® facilitates presentation of course content and communication between students and faculty. Please go to if you have questions or need assistance with Blackboard.

Online learning

Students may have the perception that an online course will be less work or less rigorous than the traditional face-to-face classroom. An online course has the same rigor as a traditional course, except the student has more flexibility determining when and where coursework is completed. The online class is always open, and students can utilize the course resources at their convenience.

The downside to online delivery is that the students must be self-directed learners with strong time management skills. Students need to be highly organized, learn how to communicate in the online community and how to use technology effectively. Time management is crucial to success. While a traditional 3-hour, face to face course meets 3 days a week at one-hour meetings, the online student needs to be prepared to log into online courses daily Monday-Friday to complete a **graduate level** coursework. Experienced professors approximate 12-15 hours per week for one 3-hour course. Most graduate students have 6 credit hours per semester. Mathematically, students need to plan 24-30 hours per week over 15 weeks to complete a six credit-hour semester. Courses that require clinical hours have additional hour requirements.

The successful online learner:

- Communicates effectively in writing.
- Is motivated, curious, and challenged by overseeing his/her own learning.
- Demonstrates critical thinking and problem solving to work through difficulties.
- Manages time well by prioritizing and establishing a personal schedule/calendar.
- Completes assigned work by deadlines.
- Communicates with faculty when life situations arise that impact student performance.
- Develops a back-up plan for a consistent internet (this is particularly true when testing).
- Writes with clarity, conciseness, and purpose.

Here are 10 tips to be a successful online student.

1. **Take advantage of resources around you.** There are many resources at the university to assist students whether it be the UCA librarian, the UCA Writing Center or the School of Nursing faculty and Education counselor. Also, the UCA Informational Technology department has resources to help students which include the Help Desk, software downloads, and much more. In addition, students should also take advantage of networking opportunities with their classmates and faculty.

   Faculty are not just in charge of content delivery and grading assignments but can also act as a valuable resource. The faculty want you to succeed. When questions about course content or objectives are confusing, student need to contact their faculty. Faculty are available to you by email, Zoom or phone call.

2. **Get your employer onboard with your college goals.** Most graduate students are working registered nurses (RNs), and inevitably school and work responsibilities will collide. Being proactive and discussing your education plans with your employer will be helpful. Your employer may be willing to give you flexible hours or remote work privileges to help you fit coursework into your schedule.

3. **Prepare and plan.** When the semester starts check the syllabus and weekly schedule to ensure you have no personal or professional conflicts. Have an important work meeting on test day? Is a large assignment due the week of your kids' school vacation? Such conflicts can jeopardize your success. Be realistic about the demands and communicate with faculty before scheduling vacations and big events. Typically, faculty know the on-campus dates semesters in advance. Also, take advantage of the time between semesters to plan important family events.

4. **Do not underestimate the time commitment.** The UCA School of Nursing online courses are rigorous! Do not treat online courses differently than a regular face-to-face course. Yes, online courses offer flexibility, but the time needed to be successful is no different than a traditional class. The role of time management cannot be stressed enough. Without face-to-face reminders, it can be easy to overlook looming deadlines and wind-up scrambling to finish at the last minute. To avoid this, schedule regular study time, preferably daily. During study sessions, look through upcoming assignments to ensure you've budgeted enough time to give them all your best effort.

5. **Know your strengths, limitations, and motivators.** If you are not a morning person, do not plan on doing coursework in the morning before work or if you are always tired at 8:00 pm, do not schedule study sessions in the evening. Some people work best in long uninterrupted chunks of time; others fare better with shorter, more frequent sessions. Set yourself up for success by making plans you'll stick to.

   Consider what motivates you. Yes, education is its own reward, but it doesn't hurt to build in more immediate rewards for your hard work. Set yourself a goal and treat yourself when you accomplish it. These treats don't have to be expensive or overly indulgent. Even allowing yourself to watch your favorite Netflix show will work if that feels rejuvenating to you.

   The key is to know yourself well enough to create a routine that enables you to do your best work. And choose rewards that encourage you to stick with it until it's done.

6. **Create yourself or find a quiet workspace.** While reading on the couch can be relaxing, separating home from schoolwork is crucial when taking an online course. Setting up a quiet and productive workspace is important. Try to find a space with minimal distractions and then use that space repetitively which creates a positive studying routine.

7. **Schedule time for your relationships.** Regardless of being an online learner, graduate coursework is challenging. You will need the support of family and friends throughout your program. Students that spend too much time with relationships or not enough time struggle to be successful. Be sure to communicate with the important people in your life and let them know that you are entering graduate school and will need their support. Strive for college/work/life harmony, not balance. There will be times when you must devote more time to school and less to other aspects of life. In down times and between semesters, nurture your relationships. Also, remember that your graduate program will not last forever.

8. **Develop grit.** Grit can mean different things depending on the circumstances, but basically it means being able to persevere and overcome difficult situations. Graduate school is invigorating, interesting, challenging, and difficult, so being determined and having "grit" are characteristics that can help you be successful.

9. **Read everything.** From your acceptance letter to the course syllabi and schedule, you need to read as much as you can. As an online student, most of the information you receive from faculty will be in text form. Reading and understanding the syllabus is crucial to course success. The syllabus is the contract between the student and faculty that details the course description, objectives, requirements, assignments, and policies of the course. If you have questions about the syllabus or course expectations, reach out to your faculty as soon as possible.

10. **Stay active and engaged.** Online courses provide opportunities for continuing education that in past generations were unattainable. Rather than treating your courses as a chore, remind yourself why you chose to pursue a graduate nursing degree. Think of your courses as an exciting opportunity rather than an obligation. Participate in everything you can—connect with faculty, your preceptors, your classmates, and UCA resources. As with most things in life, you will get out of your course as much as you are willing to put in. Faculty want to engage with online students, so just reach out!

Chapter 3

Program Admission Requirements

Admission Requirements

Admission to the graduate program is selective and competitive. Applications are submitted via the UCA Graduate School website and admission tool Slate®. Applicants are ranked according to the School of Nursing admission ranking procedures developed by the nursing faculty organization.

MSN requirements

Once the School of Nursing has received notification from the UCA Graduate School, applications will be reviewed. The applicant's cover letter will be evaluated, and an interview will be scheduled by graduate faculty.

Minimum requirements for application to the MSN are outlined here. Admission to the MSN program is selective and competitive. To apply, go to the UCA Graduate School application.

1. A baccalaureate degree with an upper-division major in nursing from a nationally accredited nursing program (graduates of non-accredited nursing programs will be evaluated individually).
2. Undergraduate nursing students currently enrolled in a BSN nursing program should obtain a letter from the dean or director stating expected graduation date and verifying current enrollment.
3. A minimum cumulative GPA of 2.70 on a 4.00 scale overall or 3.00 on the last 60 hours of earned credit.
4. Completion of an undergraduate course in basic statistics, with a grade of C or above.
5. Current unencumbered United States license as a registered nurse in Arkansas (or state where clinical experiences will take place).
6. Applicants for whom English is not the native language are required to score 83 or higher on the iBT TOEFL exam. The exam must have been taken within the last two (2) calendar years. Only iBT TOEFL scores received directly from ETS or the UCA Testing center will be accepted as valid.
7. Cover letter
8. Résumé
9. Interview

Once the School of Nursing has received all required documentation, applications will be reviewed. Applicants' admission criteria will be evaluated by graduate faculty, and the results will be weighed:

- Cover letter 25%
- Interview 25%
- GPA 50%.

Post master's Certificate (PMC) and Second Masters

Master's-prepared nurses seeking additional master's preparation for national certification have the following options: (1) second master's degree (minimum of 30 credit hours required) and (2) post-master's certificate (minimum of 12 required hours). Two PMCs are offered, the PMC Family Nurse Practitioner (FNP) track and the PMC Nurse Educator track.

Applications for the post-master's certificate (PMC) and second master's degree are selective and competitive. The number of applicants admitted is based on available openings.

Minimum requirements for application to the PMC and Second master's degree are outlined here. To apply, go to the UCA Graduate School application. Once the School of Nursing has received approval from the UCA Graduate School, applications will be reviewed. The applicant's cover letter will be evaluated, and an interview will be conducted by graduate faculty. The scores for each applicant will be weighed with the applicant's GPA.

Minimum requirements for application are:

1. Master's degree in Nursing from a nationally accredited nursing program (graduates from non-accredited nursing programs will be evaluated individually).
2. Current unencumbered license as a registered nurse in Arkansas (or state where clinical experiences will take place).
3. Minimum cumulative graduate GPA at or higher than 3.0 on a 4.0 scale.
4. Applicants for whom English is not the native language are required to score 83 or higher on the iBT TOEFL exam. The exam must have been taken within the last two (2) calendar years. Only iBT TOEFL scores received directly from ETS or the UCA Testing center will be accepted as valid.
5. Cover letter
6. Résumé
7. Interview

DNP requirements

Admission to the DNP program is selective and competitive. The Minimum requirements for DNP tracks are outlined here. To apply, go to the UCA Graduate School application. Once the School of Nursing has received approval from the UCA Graduate School, applications will be reviewed. The applicant's cover letter will be evaluated, and an interview will be conducted by graduate faculty. The scores for each applicant will be weighed with the applicant's GPA.

Post Master's DNP track

Minimum requirements for application are:

1. An earned master's degree in Nursing from a nationally accredited nursing program (graduates from non-accredited nursing programs will be evaluated individually).
2. Current unencumbered registered nurse license in Arkansas (or state where clinical experiences will take place).
3. Minimum cumulative GPA at or higher than 3.00 on a 4.00 scale.
4. Applicants for whom English is not the native language are required to score 83 or higher on the iBT TOEFL exam. The exam must have been taken within the last two (2) calendar years. Only iBT TOEFL scores received directly from ETS or the UCA Testing center will be accepted as valid.
5. Documentation of a **minimum of 280** supervised clinical hours with a preceptor during the master's nursing program.

6. Cover letter
7. Résumé
8. Interview

Conditional admission

Conditional admission may be considered but must be approved by the UCA Graduate School Dean. Each conditionally admitted student will have a specific plan of study that will be reviewed at a specific time to determine if the conditions of the admission were met. If the conditions are met, students can be fully admitted. However, conditionally admitted students are ineligible to receive financial aid, including graduate assistantships.

With good justification, this classification can be used when students

1. Have not met the minimum GPA requirement for regular admission; *****
2. Have not submitted all required admission materials prior to initial enrollment
3. Have not met the more stringent admission requirements specified by programs; or
4. Need to complete prerequisites specified by the department offering the graduate program of interest. *** (for more information see the UCA Graduate School Bulletin)

New Student Requirements

Upon admission, and prior to each clinical course, students must present documentation that qualifies them to participate in clinical learning experiences. This documentation is necessary for student health, patient/client safety, and to fulfill contractual agreements with clinical agencies. All students enrolled in clinical nursing courses must submit documentation to Viewpoint Screening; the company used for clinical requirement tracking. Requirements must always be up to date while the student is enrolled in the nursing program. **Students who fail to meet these requirements may be administratively withdrawn from the nursing course(s).** Students are responsible for obtaining and ensuring they meet any other requirements of the clinical or educational agencies with which they affiliate. This may require additional vaccinations, clinical training, and/or policy training. New student requirements include the following:

Criminal Background

The UCA School of Nursing requires criminal background checks on all entering students. Most clinical agencies require this procedure. Additional criminal background checks may be required while the student is enrolled in the program as required by clinical agencies. Students will assume the cost. This requirement is completed through Viewpoint©.

To the extent the University is required to maintain records related to the results of criminal background checks, we will exert our best efforts to maintain confidentiality.

Disclosure of offenses post-background check completion: Current students are required to immediately report to the Graduate Program Coordinator any arrest, criminal charge or conviction occurring after his or her background check has been completed. Required disclosure also includes but is not limited to allegations, investigations and/or disciplinary action from any licensing board or agency included under the Nationwide Health Care Fraud and Abuse scan; Office of

Inspector General (OIG), General Services Administration (GSA), FDA Debarment Check, Office of Regulatory Affairs (ORA), Office of Research Integrity (ORI), and Medicare and Medicaid Sanctions.

Immunizations

Clinical facilities have the right to refuse student participation in clinical experiences if verification or waiver of immunizations are not met. The required immunizations are:

- Measles, Mumps, and Rubella: Two (2) MMR vaccines OR lab evidence of immunity (positive titers) for Measles (Rubeola), Mumps, and Rubella.

    - Varicella: Two (2) Varicella vaccines given at least 28 days apart or lab evidence of varicella immunity (positive titer).

    - Hepatitis B: Proof of immunity (positive surface antibodies 10 or greater). Students who have not completed the 3-part series or those who decline to receive the immunization must sign the Hepatitis B Waiver form.

    - Tuberculin testing: Verification of a baseline TB test. Interferon-gamma release assay (IGRA) or a tuberculin skin test (TST) for persons without documented prior testing, TB disease or latent TB infection.

    - Tetanus-Diphtheria-Pertussis (Tdap): Documentation of vaccination within last ten years.

    - Influenza: Annual flu vaccination is required or an approved exemption through the UCA School of Nursing. Exemptions are allowed for sincerely held religious and personal beliefs; and for medical contraindications such as a serious allergic reaction (anaphylaxis) or history of Guillain-Barre syndrome following a previous influenza vaccine. Documentation from a medical provider will be required. (Note: minor side effects, such as low-grade fever, cold symptoms, or muscle aches are not a medical contraindication to vaccination.) Exemptions must be applied for prior to each flu season. Beliefs may change over time, medical conditions change, and new types of vaccine become available.

    - Note* Arkansas Act 1030 prohibits the UCA School of Nursing from mandating COVID vaccination. However, clinical facilities do not fall under the Act and may have COVID vaccination clinical requirements.

Other

Nursing Licenses

Verification of current RN license from the issuing state board of nursing where clinical practice will occur is a requirement. All students enrolled in the nursing program must possess and maintain an active, unencumbered nursing license throughout the duration of their enrollment. Any restriction, suspension, or revocation of a student's nursing license will result in immediate review of program eligibility and may lead to dismissal from the program. Students are required to notify program administration as soon as possible but no later than 3 business days after any change to their licensure status.

Drug testing

CastleBranch or Viewpoint screening assigns you an approved facility-based drug screen on your reported home address. Instructions will be available on your portal 24 hours after purchase of the initial package.

CPR

The only CPR licensure that is excepted is the **American Heart Association** health provider Basic Life support (BLS certification). ACLS or PALS certification does not meet the requirement.

Health Insurance

Students need to provide proof of health insurance. This information can be uploaded into CastleBranch©.

HIPAA and Infection Control training

Students need to provide proof of Health Insurance Portability and Accountability Act (HIPAA) and infection control training. Many facilities require this training, so employed students can obtain a copy of their training and upload the document into Castlebranch© or Viewpoint©. If a student does not have verification of this training, online training is available at:

- HIPAA Training – you may upload verification from your place of employment or go to http://www.hipaatraining.com to purchase and complete a training course ($29.99) then scan and upload.
- Infection Control – you may upload verification from your place of employment or go to http://www.bloodbornepathogentraining.com to purchase and complete a training course ($24.99) then scan and upload.

AR Adult Maltreatment & AR Child Abuse History Clearance

Instruction to complete this requirement were also emailed to students from Emma Johnson

1. Maltreatment Registry Check Instructions--(Same for both Adult and Child Registries)
2. Part One: Form Generator
    a. Agency Information
        i. Agency Name/Contact Person—University of Central Arkansas School of Nursing/Emma Johnson
        ii. Agency Type-State Agency (no charge)
        iii. Agency Mailing Address--2200 Bruce St, Integrated Health Sciences Building 478, Conway, AR 72035
        iv. Agency Email Address--ejohnson35@uca.edu
        v. Form Recipient Email Address ---ejohnson35@uca.edu. Administrative assistant will forward your results to you upon receipt from DHS.
    b. The next section it will take you to is the reason for needing a registry check.
        i. Here, you will select the next to last option, You are an out of state individual, provider, school, or state agency.'
    c. You will then be directed to fill out the requestor information section.
        Here, use the same information as above to fill out this section.
        ii. Use phone number: 501-450-3230.
    d. Once you can print out your form, ensure you leave the Notary section blank. The notary will fill all of that out when you take the form to be notarized.
        i. There is a free notary service at the Faulkner County Library or your county library.
2. Part Two: Uploading your Notarized Form
    a. Agency Type:

i. State Agency

b. Related Agency/Organization/Non-Profit/Facility

i. University of Central Arkansas School of Nursing

c. Guardianship Request

i. Answer 'No'

d. Priority Status

i. Standard Processing

e. Is this a resubmission?

i. Answer 'No'

f. Results should be released to:

i. University of Central Arkansas School of Nursing

ii. Emma Johnson

iii. ejohnson35@uca.edu

iv. 2200 Bruce St, Integrated Health Science Building 478, Conway, AR 72035

v. 501.450.3230

g. Applicant information

i. Input your personal information.

h. Upload your completed and notarized documentation at the bottom of the screen under 'Notarized Request File

**It is important to remember that you are submitting this form for a state agency, so there will be no payment information needed. If the website takes you to a payment page, something is filled out incorrectly. Please contact Emma Johnson (ejohnson35@uca.edu) or Dr. Susan Gatto (susang@uca.edu) for assistance.

Continuing Yearly Student Requirements

Each year the student will submit the following documents to start or continue clinicals:

- Background Check
- Yearly Immunizations: Influenza or any expired required immunizations
- Health Insurance
- American Heart Association BLS
- Active unencumbered RN License
- Drug screen

Please note: If the student fails to provide documentation of requirements, she/he will not be allowed to begin/continue clinical course work and/or register for additional courses.

Additional information

Accidents/Injury/Illnesses: Students are responsible for the costs of tests, treatment, and follow-up care for any accidents, injury, or illnesses that occur while enrolled as students at the University of Central Arkansas. Students are not entitled to worker's compensation benefits.

Student Requirements When Returning from Leave of Absence: Any graduate student who completed a background check through Castle Branch but had a break in enrollment, including a deferral or leave of absence, must complete a new background check no more than 30 days prior to return. Check with the Graduate Program Coordinator for direction on what requirements need to be completed.

Chapter 4

Student Advising and Registration

Post-Licensure Student Coordinator

The School of Nursing offers a student coordinator for students in the graduate program. Mr. Caleb Sikes serves as the coordinator for graduate students. He can be reached at or 501-852-0177or csikes5@uca.edu. The student coordinator will register students for classes, assist students in meeting admission requirements, and monitors students' progression.

Returning Students

Students who return to the Nursing Program after an interruption in their plan of study (withdrawal or course failure) will be required to follow the most current curriculum plan and may be required to take additional courses to satisfy degree requirements.

Course Cancellation

The School of Nursing reserves the right to limit enrollment and to cancel any course for which qualified faculty are not available and/or student enrollment is not enough. To help prevent course cancellation, student advanced registration is encouraged.

Financial Aid

For graduate students to qualify for a federal loan, a student must be enrolled in at least **five (5)** eligible graduate hours. The Financial Aid Office of the University of Central Arkansas provides information and application materials for grants, loans, and scholarship aid. Information on other sources of financial aid may be obtained from the School of Nursing Student Coordinator, or from the Student Financial Aid Office located in Bernard Hall, Suite 201, 501-450-3140.

Clinical Advising

Graduate students enrolled in the clinical tracks will have a faculty member to assist with clinical preceptor obtainment.

Other Student resources

The academic calendar can be found at: https://uca.edu/registrar/academic-calendar/. This document contains course drop dates, university breaks, and graduation dates.

Parking

Students coming to campus can obtain free parking by stopping at the UCA Campus Police and receiving a parking pass. See map for more info https://uca.edu/transfer/bear-partners/campus-map/

Chapter 5

Academic Policies

Academic Integrity

The mission of the University of Central Arkansas is to commit all members of the university community to acquiring, sharing, evaluating, and communicating knowledge. Such a commitment includes an expectation of academic integrity, an organizational and individual commitment to honesty and responsibility in teaching and learning. By their affiliation with the University of Central Arkansas, all members of the university community are committed to shared responsibility for maintaining the highest standards of academic integrity. Students are subject to the provisions of the university's Academic Integrity Policy, approved by the Board of Trustees as Board Policy No. 709 on February 10, 2010, and published in the UCA Student Handbook. Continued enrollment affirms a student's acceptance of this university policy. Although this policy focuses on academic integrity in course-related work, its basis and context are the commitment made by the entire university community.

Academic Misconduct and Plagiarism

Violation of the expectation of academic integrity is academic misconduct. Examples of misconduct commonly identified by universities include but are not limited to those listed here (definitions are quoted from the Random House Webster's Unabridged Dictionary, 1999 ed.):

- Cheating: to cheat is, in an academic context, "to take an examination or test in a dishonest way, as by improper access to answers." Cheating may also occur in the context of other academic assignments.

- Plagiarism: "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." This concept may apply to any kind of intellectual property.

- Fabrication: to fabricate is, in this context, "to fake; forge (a document, signature, etc.)." Fabrication is commonly associated with falsified research findings.

The university's academic integrity policy applies to all students enrolled in courses at the University of Central Arkansas. All forms of academic misconduct at the University of Central Arkansas are regarded as serious. Penalties for academic misconduct may include a failing grade on an assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate.

Nursing is a profession respected by the public. This respect is based on honesty and integrity. Acting dishonestly puts patients/clients and peers at risk. The faculty of the School of Nursing is dedicated to ensuring professional

integrity. The School of Nursing subscribes to the definition of academic misconduct, plagiarism and adheres to the penalties in the current https://uca.edu/student/student-handbook/

Academic misconduct, including cheating, will not be ignored. Those that are aware of academic misconduct have the responsibility to confront and/or report dishonest behaviors. The UCA Student Handbook policy on academic dishonesty will be implemented. Students who cheat and engage in academic misconduct jeopardize their standing in the UCA Nursing Program.

TECHNOLOGY AND ARTIFICIAL INTELLIGENCE

Artificial intelligence use in healthcare is expanding rapidly, appearing in clinical decision support, predictive analytics, and documentation tools. This growth has prompted policies both encouraging and restricting its use. Faculty want to be clear about what can and cannot be used in coursework and clinical settings, since expectations vary by assignment and context. As future advanced practice nurses, understanding this balance will be essential to using AI responsibly.

Also, faculty may use Gemini (AI) as a supportive tool to create or refine select instructional materials. All course materials have been faculty-reviewed. AI is used as a thought partner and does not replace faculty judgment. Grading is completed by faculty.

AI Assignment Policy

The use of a generative AI tool (Gemini) within the School of Nursing is permitted with the following limitations. Each assignment in this course has been designated with one of four AI engagement levels. The table below outlines the AI category for each assignment in this course.

Level	Designation	What This Means
P	**Promote**	AI use is central to the learning goal. You are encouraged to use AI tools to accelerate exploration, go deeper into the content, and model skills you will use in real nursing practice.
A	**Allow**	AI use is allowed with transparency. AI may assist but should not replace your core thinking. It may be acceptable for certain stages (e.g., brainstorming, editing) but not others. You must disclose what tools you used and how, and the learning objective must be met regardless of whether AI is used.
L	**Limit**	AI use is restricted to specified boundaries. You must demonstrate the skill independently—AI output alone is insufficient. AI may only be used in ways explicitly stated in the assignment instructions. You must show your own reasoning, and particular caution applies when safety, accuracy, or professional judgment is at stake.
X	**Prohibit**	AI use is not permitted. The assignment assesses core cognitive work that you must complete on your own. Using AI would prevent you from building essential foundational competency, could introduce unacceptable risk in clinical contexts, and defeats the purpose of the learning activity.

Examples of Acceptable and Unacceptable use of AI

The acceptable use of generative AI tools (e.g., Gemini) may include:

- Brainstorming and refining your ideas.
- Fine tuning your research questions.
- Finding information on your topic.
- Drafting an outline to organize your thoughts; and
- Check grammar and style.
- As stated in assignment descriptions

Unacceptable use of AI may include:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts/responses
- During exam completion
- Writing a draft of a written assignment
- Writing entire sentences, paragraphs, or papers to complete class assignments.

School of Nursing Academic Progression Policy

In order to progress and remain in good standing, students must adhere to the following:

1. Make a grade of "B" or better in all graduate nursing courses.

2. Maintain a cumulative GPA of 3.0 or better on a 4.0 scale.

3. Follow the policies and requirements of the School of Nursing Graduate Handbook.

4. Meet all UCA Graduate School requirements for graduation. Graduate Bulletin General Requirements

If a student fails to meet the above requirements, the following plan will be used. Regardless of grade (C, D, F, W), a student can only repeat a total of 2 courses.

If a grade of "C" or lower is earned in any graduate nursing course, the course will need to be repeated. If a student chooses to withdraw (W") from any course, the course will need to be repeated.

The School of Nursing reserves the right to refuse the privilege of further attendance to a student when it has become evident that the student lacks the personal qualities, professional characteristics, or academic standing required by the UCA Graduate School and the School of Nursing.

Grading Scale

The final course grading scale for the School of Nursing is as follows:
90.00 – 100% = A
80.00 – 89.99% = B
70.00 – 79.99% = C
60.00 – 69.99% = D
00.00 – 59.99% = F

Grades are calculated to two decimals and will not be rounded.

Course Failures

Students that receive a grade of "F" or below are subject to the School of Nursing and the UCA Graduate School progression policies listed above.

Clinical Course grading

Students enrolled in graduate clinical courses (those that contain a theory and clinical component or clinical hours only courses) must achieve a minimum of 80% or higher in the theory and/or clinical components to pass the course. If a student doesn't make an 80% in the theory component, the clinical component will not be calculated into the final grade, and the theory grade will be the final course grade. If the student does not make an 80% or higher in the clinical component, the theory component will not be calculated into the final grade, and the clinical grade will be the final course grade.

Earning a final grade less than a 'B' will result in the student repeating the course and a new plan of study.

Readmission after 1-year absence

Any student who withdraws from any nursing course or program for greater than one year, must apply for readmission to the nursing program (Appendix D). The student may be required to take additional coursework or repeat courses. The Graduate Program Coordinator and Education Counselor will determine the plan of study.

Appeal Procedures

The University and the School of Nursing provides students an opportunity to appeal decisions on policies affecting their academic standing. Avenues of appeal are described in the current UCA Student Handbook and the SON Graduate Program Handbook.

For academic and personal (non-academic misconduct) appeals within the School of Nursing, the order in which to pursue the appeal process is:

1. Faculty member who assigned the grade.
2. Course leader (if team taught course).
3. Director of the School of Nursing. The student must provide a written description of how he/she was treated differently from other students in the course and any other relevant information.

If not satisfied with the action of the Director of the School of Nursing, the student may appeal to the Dean of the College and the procedure outlined in the current UCA Student Handbook and Calendar.

For other appeals please follow the procedure outlined in the current UCA Student Handbook and Calendar.

1. Student Education Record Appeals
2. Academic Policy/Requirements Appeals
3. Academic Misconduct Appeals

Formal Complaint

The UCA School of Nursing strives to provide an environment of mutual respect, cooperation, and understanding. Notwithstanding this commitment, problems and concerns sometimes occur. This policy is available to students who wish to have a concern resolved regarding a person or process of the School of Nursing not covered by other existing policies, such as grade appeals, sexual harassment complaints, etc. These policies are addressed elsewhere in this handbook or in the UCA Student Handbook and Calendar. The complaint/concern should be provided in writing to the School of Nursing Director during the semester of occurrence but no later than twenty (20) days from the first day of the following academic semester. The individual has the option of meeting with the Director informally prior to filing the written complaint to have a better understanding of the process. To pursue this informal meeting regarding the complaint, the students should make an appointment with the School of Nursing Director.

The formal complaint must contain the name of the person filing the complaint, the complainant's phone number and e-mail address, the date of the complaint, the date of the occurrence, and a detailed accounting of the incident or detailed explanation of the complaint, and any steps taken to seek resolution to the problem. The School of Nursing Director will, in a timely manner (usually within ten (10) business days), investigate the complaint, take appropriate action, and notify the student of the resolution of the matter. If the student is not satisfied with the resolution, the student may (within ten 10-business days of date of the notification), appeal the resolution in writing to the Dean of the College of Health and Behavioral Sciences.

If the complaint is against the Director of the School of Nursing, the student should file the complaint with the Dean of the College of Health and Behavioral Sciences.

Formal complaints against the School of Nursing may be filed with the accrediting or approving body. The student must follow the criteria and process established by the Commission on Collegiate Nursing Education (CCNE) and approved by the Arkansas State Board of Nursing.

Complaint Policy is Adapted from Pace University, Lienhard School of Nursing; College of Saint Benedict, Saint John's University; and North Central Missouri College. July 2012.

Attendance

Courses in the graduate program are conducted primarily online, so attendance cannot be measured in traditional methods. Online courses meet online via Brightspace® asynchronously. Attendance will be measured in terms of scholarly and perceptive participation in online discussions, timely responses to online discussion questions, and written assignments electronically submitted by the deadlines. Poorly written, incomplete, and late assignments will result in lower scores.

In the Nurse practitioner clinical courses and Advanced Health Assessment, mandatory face-to-face class meeting occur. Specific on campus class dates and other important dates will be listed in Banner, on the SON website and in Brightspace®.

Students that are unable to meet course work deadlines are responsible for notifying the course leader. This is to be done prior to the assignment due date. Failure to participate in course activities may result in lower grades and potentially course failure. Online courses are not affected by inclement weather, unless the inclement weather is on the required face-to-face meeting days.

Absences for personal trips/vacations, work related responsibilities, or other absences are viewed as a lack of commitment to graduate education. Consequences of a student's failure to adhere to the attendance policy will be

determined by the course faculty. Decisions are based on the students' successful attainment of course objectives. Ultimately, absences could result in a student's failure of a course.

Classroom, laboratory, simulation, clinical experiences, and any other course related activities are an integral part of nursing courses. Absences may jeopardize the student's ability to meet course objectives or pass the course. The following attendance policy applies to all nursing courses, unless otherwise noted in course syllabus.

1. Absence(s) in any course could result in failure of the course. This includes classroom, simulated laboratory, or clinical absences. Refer to course syllabi for course specific policies.

2. Students who enter after the instructor has begun class are considered late. Refer to course syllabi for course specific policy.

3. Students must notify the course coordinator/course faculty prior to an absence.

4. Students who are absent or late are responsible for obtaining all handouts, course information, and announcement information.

5. Students must notify the course coordinator prior to administration of a test if unable to take the test. Arrangements to take the test are to be made with the course leader.

6. Students must notify the preceptor before a clinical absence. Leaving a message with the School of Nursing or clinical facility secretaries or sending word with classmates is not acceptable.

Assignment Late Policy

Urgent life events may occur and affect your ability to adhere to due dates. It is the responsibility of the student to communicate with faculty as soon as an unforeseen event arises. At the discretion of the faculty, an extension of the due date may be negotiated. It is also the responsibility of the student to contact course faculty when an assignment is late. Late assignments without approval will result in **5% reduction** of the calculated grade for *each day late beginning immediately after the time the assignment is due.* The second late assignment will result in a **10% reduction** in the calculated grade for each day late beginning immediately after the time the assignment is due. The third and subsequent late assignments will result in a **50% reduction** in the calculated grade. All assignments must be submitted to meet the requirements of the course.

Testing Policies

The UCA online classroom has many options to maintain academic integrity. Student taking online tests need to develop a plan for consistent internet supply. If your personal internet is slow or known to fail, consider using your local public library or other consistent sources.

The UCA School of Nursing uses Respondus Lockdown Browser for academic integrity. Information on how to use Respondus can be found at https://uca.edu/ist/services/instructional-technology/respondus-lockdown-browser/

Nurse Practitioner Clinical Course Testing Policy

Students must adhere to the following requirements for NP Clinical course exams:

1. Students will use Respondus Lockdown Browser with Monitor for all exams.
2. The computer used to take the exam must sit on a flat surface (table, desk, etc.)
3. Students will use a detachable camera to scan:

   a. The table/desk the computer sits upon, and the student's lap, the computer monitor, keyboard, and behind the computer monitor.
4. After the computer scan, students must place the camera on top of the monitor midline or in the center top of the display.
5. Student cannot wear any head or ear covering.
   a. Students that wear head covering for cultural or religious purposes must contact the instructor.
6. Students cannot have any ear coverings or headphones (wired or wireless). Small, foam earplugs can be used for noise cancellation but must be shown in the environment check.
7. Students must show the cell phone in the camera being turned off before starting the exam.
8. Students' face must stay within the monitor frame during the entire exam.
9. Students cannot read questions/answers out loud in their entirety.
   a. Students that need to read out loud for comprehension need to see Disability Services at 501-450-3613.
10. Students must start the exam in the allotted time frame.
11. Students will have 60 minutes to finish the exam.

Infractions of the above policy will result in a "zero" on the exam and possible dismissal from the program.

Inclement Weather

Students should check the UCA web page for official information regarding closure of the university due to hazardous weather conditions. If the university is open and hazardous conditions exist where the student lives, the individual is expected to make a judgment as to whether it is safe to travel to campus or the clinical setting. If the individual student decides it is not safe to travel, she/he is expected to follow the attendance policy guidelines regarding notification of faculty. If the UCA campus is closed for any length of time, it is the student's responsibility to check both the UCA website and the Blackboard® website for all courses for specified instructions

Online courses will continue as planned even if the campus is closed. If the UCA internet system and/or Blackboard® are not working, students should contact their instructors via the course syllabus directions.

Courses on campus may be converted to an online format or re-scheduled at the discretion of the faculty.

Chapter 6

Student Responsibilities and Behavior

Honor Commitment

A sense of honor that includes academics and extends beyond is essential within nursing education. Commitment to integrity, ethical conduct, and high principles are vital components of this sense of honor. The faculty of the UCA School of Nursing is committed to maintaining standards of honesty, truth, fairness, civility, and concern for others. Students are personally responsible for and will be held accountable to uphold these standards.

As a UCA nursing student, you agreed to demonstrate:

- **Truth**: honesty, faithfulness to fact or reality.
- **Justice**: upholding moral and legal principles.
- **Altruism**: concern for the welfare of others.

These standards and values are consistent with those identified by the nursing profession. They are reflected in the following documents *Code for Nurses* (American Nurses Association, 2001) and *The Essentials of Baccalaureate Education for Professional Nursing Practice* (American Association of College of Nursing, 2008).

HIPAA/Confidentiality

All patient/client and proprietary information is confidential and protected by law, including the 1996 Health Insurance Portability and Accountability Act (HIPAA). Students have an ethical and legal obligation to protect confidential information and to refrain from obtaining information that is not relevant to their assignment.

Confidentiality applies to all data whether obtained from the patient/client, family, other health care members, charts/records, or other sources. Unauthorized use of confidential information or the violation of confidentiality may result in discipline up to and including dismissal from the nursing program and in civil and criminal liability for the student. Copying or photographing patient/client information is strictly prohibited.

Professional Boundaries

UCA Nursing students must understand and apply the National Council of State Boards of Nursing (www.ncsbn.org) concepts of professional boundaries. "As health care professionals, nurses strive to inspire confidence in their patients and their families, treat all patients and other health care providers professionally, and promote patient' independence. Patients can expect a nurse/nursing student to act in their best interests and to respect their dignity. This means that the nurse/nursing student abstains from obtaining personal gain at the patient's expense and refrains from inappropriate involvement in the patient's personal relationships. (National Council of State Boards of Nursing). UCA Nursing students must maintain professional boundaries as follows:

- The nursing student's responsibility is to delineate and maintain boundaries.
- The nursing student should work within the zone of patient/client-centered care.
- The nursing student should examine any boundary crossing, be aware of its potential implications and avoid repeated crossings.
- Variables such as the care setting, community influences, patient/client needs, and the nature of therapy affect the delineation of boundaries.
- Actions that overstep established boundaries to meet the needs of the nurse are boundary violations (such as personal relationships with patients/clients).
- The nursing student should avoid situations where he or she has a personal or business relationship with the Patient/Patient/client, as well as professional one.
- Post-termination relationships are complex because the patient/client may need additional services. It may be difficult to determine when the Nurse-Patient/client relationship is truly terminated.
- Be careful about personal relationships with patient/client who might continue to need nursing services (such as patients/clients with mental health issues or oncology patients/clients).

If a nursing student is faced with boundary issues, has violated professional boundaries, or knows of other nursing student who have violated professional boundaries, that person must contact a nursing faculty member, the program coordinator, or the School of Nursing Director immediately.

Electronic communication

UCA faculty, staff, and students are provided with email accounts for conducting official business related to academic and/or administrative functions. Because email is an effective way to disseminate information of importance, relevance and interest, and because it is an important tool to meet the academic and administrative needs of the university, the university's policy states that email is an official communication mechanism with faculty, staff, and students. Students are required to use and maintain a UCA cub account address. This is the only email address that will be used for official communication with students, faculty, and staff regarding all academic and administrative matters. This policy does not preclude the use of any other methods of communication. Each individual course faculty may prescribe the communication format for their course. See the course syllabus for each nursing course or ask the course coordinator of each nursing course.

Classroom Recording & Privacy Policy

To protect student and faculty privacy, respect intellectual property, and preserve an open learning environment, audio or video recording of any class session is strictly prohibited without prior written permission from the instructor.

If recording permission is granted:

- Notice: The student must inform all classmates that recording is taking place prior to recording. Classroom recordings are FERPA protected if they display students or record their voices.
- Scope of Approval: Permission is granted per class session unless the instructor explicitly approves recording for the entire term.
- Permitted Use: Recordings, including any course media provided via Brightspace® or other university platforms, are strictly for the student's individual, personal study.
- Prohibited Distribution: Recordings may not be downloaded, uploaded, shared, published, or submitted to social media (e.g., TikTok) or Artificial Intelligence (AI) tools. The use of programs and/or AI to analyze the classroom recording is a violation of academic integrity.
- Retention & Disposal: All recordings must be permanently destroyed at the end of the semester unless written authorization is given to retain them.

NOTE: Unauthorized recording or sharing of course materials violates university policy and copyright law, privacy law and may result in disciplinary action up to and including dismissal from the program.

Criminal charges

If a student has criminal charges filed against her/him, the student is to make a copy of all related materials and submit the material to the School of Nursing Director within 30 days of filing of the criminal charge or citation. It is the student's responsibility to keep the School of Nursing Director informed of the charge(s) and to provide any related paperwork.

Criminal behavior engaged by a student might affect the student's academic standing and progression in the UCA nursing program. Each case is considered on an individual basis for Arkansas Licensed RNs considering ACA § 17-87-309 Arkansas State Board of Nursing rules and policies regarding criminal behavior, ethical and professional standards of conduct, and contracts with clinical facilities. Sanctions can range from dismissal from the nursing program to probation for a period and might include other disciplinary requirements based on the charge(s).

Substance abuse

The University of Central Arkansas (UCA) School of Nursing recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing profession. The School of Nursing is committed to protecting the safety, health, and welfare of its faculty, staff, and students and people who encounter its faculty, staff and students during scheduled learning experiences. The School of Nursing strictly prohibits the illicit use, possession, sale, conveyance, distribution and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs.

Any nurse or nursing student who tests positive for illegal, controlled, or abuse-potential substances, and who cannot produce a valid and current prescription for the drug is at risk of being in violation of the Arkansas Nurse Practice Act, ACA 17-87-309 (a)(3)(4) and (6); the Arkansas State Board Rules and Regulations Part 126. Rules of Procedure; the UCA Board of Trustee Policy 505 and 506, and the UCA Student Handbook, Drug-Free Schools and Communities Policies.

Furthermore, any nurse who is aware that another nurse has violated a provision of the Arkansas Nurse Practice Act is obligated to report that nurse to the Board. A failure to do so in and of itself is a violation of the Arkansas Nurse Practice Act, ACA 17-87-309 (a)(6) and the Arkansas State Board Rules and Regulations Chapter Seven, Section XI.A and Section XV.A.6.j. Similar professional expectations apply to nursing students.

Any nursing student who is aware that another nursing student is using or is in possession of illegal drugs, intoxicants, controlled substances or is abusing non-prescription or other prescription drugs is obligated to report this information to a School of Nursing faculty member.

The Substance Abuse Policy of the UCA School of Nursing is consistent with the University's policy. Refer to UCA Board Policy 506 (https://uca.edu/board/files/2010/11/506.pdf)

Testing Procedures - The School of Nursing requires the student to submit to drug testing under any or all the following circumstances:

- Upon admission any School of Nursing program and annually thereafter
- Random testing as required by the School of Nursing and/or clinical agencies
- For cause

*Testing facility is the discretion of UCA School of Nursing.

Cost - Students are responsible for the cost of drug screening.

Confidentiality - All testing information, interviews, reports, statements, and test results specifically related to the individual are confidential to the extent allowed by state and federal law. Drug test results will be received from the lab by the School of Nursing Director or designee, and only authorized persons will be allowed to review this information. Records will be maintained in a safe, locked cabinet and/or password protected electronic database. Post-licensure students that fail a drug test will be reported to the appropriate State Board of Nursing and are subject to disciplinary action.

Prescription Timeframe - A prescription for controlled substances related to acute conditions must be less than 6 months old. This does not include medical marijuana.

Medical Marijuana - Regardless of a medical marijuana card, a positive marijuana drug screen will result in immediate dismissal from the program due to the safety-sensitive position that a nursing student holds in the clinical setting. Refer to the Arkansas Medical Marijuana Act 593 regarding what defines safety-sensitive positions.

Methadone & Buprenorphine - A student may not participate in clinical rotations if taking methadone or buprenorphine regardless of the reason the medication is being taken. A healthcare provider's release will not allow a student to attend clinical if taking either of these medications. If a student is taking either of these medications, they should notify the Director immediately.

CBD Products - CBD (cannabinoid/cannabidiol) products are derived from the hemp plant (cannabis sativa). In the U.S., CBD products are allowed to be advertised as "THC free" if they contain less than 0.3% tetrahydrocannabinol (THC). Although it is a low quantity of THC, an individual could fail a drug screen. Also, the CBD products may not be "pure." They may have higher levels of CBD or may have other products in them due to cross-contamination at the manufacturing site. Products made using the whole hemp plant increase the level of

THC. Other factors that influence the levels within an individual are metabolic rates and depth of inhalation. Continued use of the products leads to an accumulation of the metabolites of THC. The drug test screens for these metabolites.

Students should recognize the above terms related to CBD and avoid products containing these. Examples include:

- CBD oils for smoking/vaping/electronic cigarettes
- CBD aromatherapy
- CBD capsules
- Topical products containing hemp or cannabis sativa (Chapstick, shampoo, conditioner, body lotions, cosmetics)
- CBD gummies, teas, transdermal patches
- Hemp seeds or hemp hearts (sometimes used as a salad topping)
- Hemp flowers for smoking

Random Checks and Testing for Cause - Students may be randomly selected to complete a urine drug screen for substance abuse. Students will be notified by official UCA email to report to the selected drug screening facility within a defined time period. Students will be responsible for the cost of the drug screen. Failure to complete the urine drug screen within the designated time frame will result in the student being administratively dropped from all courses and dismissed from the program. All students should anticipate being required to complete a urine drug screen at least once during the program. Students may also be required to complete a urine drug screen for suspicion of drug or alcohol use at any time.

Any nursing student who demonstrates behavioral changes suspected to be related to substance abuse, including but not limited to alcohol, will be subject to testing. The nursing faculty member's decision to drug test will be drawn from those facts in light of the experience of the observer(s) and may be based on, but not be limited, to:

- observable phenomena, such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a substance of abuse;
- erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, reddened sclera, wide mood swings, and/or deterioration of work performance;
- information that a student has caused or contributed to an incident as a result of substance abuse;
- information that a student has been arrested or charged with a substance abuse-related offense;
- conviction by a court or being found guilty, a plea of guilty, or a plea of no contest for a substance abuse-related offense.

Testing for cause will be conducted using the following policy/procedure:

1. The faculty member observes suspicious behavior. If circumstances permit, another appropriate person will be asked to confirm the suspicious behavior.
2. The student will be asked to leave the area and go with a faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision whether to drug test will be made.

3. If warranted, the student will submit appropriate laboratory specimens in accordance with the Substance Abuse Policy and if appropriate, clinical agency policies.

4. The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel or committees, as designated by the nursing program. The student may continue to participate in classroom activities.

5. If the laboratory test is negative for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the student will be allowed to return to class and clinical learning experience without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to clinical.

6. If any one laboratory test is positive for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the decision may include but is not limited to any one or more of the following: warning, a learning agreement for behavioral change, referral for medical evaluation, or immediate suspension from the program.

7. Confidentiality will be maintained to the extent allowed by state and federal law.

Positive Results - Tests results will be considered positive if substance levels meet or exceed the Arkansas State Board of Nursing established threshold values for both immunoassay screening and gc/ms confirmation studies, and the Medical Review Officer verification investigation verifies unauthorized use of the substance. Positive tests are run twice to verify substances. Split samples are saved at the original lab and may be sent to another SAMHAS-approved lab for additional testing at the student's expense.

- Drugs tested for include but are not limited to: Amphetamines, barbiturates, benzodiazepines, cocaine metabolites, marijuana metabolites, methadone, methaqualone, opiates, phencyclidine, and propoxyphene.
    - This list is subject to change at any time without notice.

Procedure Following a Positive Result

Appeal Process - If a student wishes to appeal or strongly believes the test to be a false positive, a formal appeal must be made to the Director of the School of Nursing within two business days of the positive result. The student will be required to repeat the drug screening (at the cost of the student) within the timeframe designated by the Director.

Pre-licensure

- New admits to the nursing program that have not yet attended class - Will be allowed to reapply to the program the following year but are not guaranteed a position and will be subject to random drug testing throughout the program.

- Current students - Will be withdrawn from their current courses but may return as an off-track student the following academic year with proof of negative drug screening and will be subject to random drug testing throughout the program.
    - During the appeal process, students may continue to attend class but will not be allowed in clinicals. Students are not guaranteed a makeup clinical, and this may result in course failure.

- The first time a pre-licensure student is dismissed for drug use, they can reapply or return. If they test positive a second time, they will be ineligible to return to the program.

Post-licensure

- Post-licensure students who fail a drug test will be reported to the appropriate State Board of Nursing and are subject to disciplinary action.
- Failure of a drug test will result in immediate dismissal from the program.

Dismissal - Any student dismissed from the program for drug violation will not be eligible to receive a letter of good standing from the program, however, a letter of standing to another school of nursing can be requested.

Acknowledgements to the following nursing schools who submitted policies for use and review Community College of Southern Nevada; North West Arkansas Community College; Foothills Technical Institute; Ouachita Technical College; Harding University; Texarkana College; Jefferson Hospital Association, Inc.; University of Central Arkansas; University of Arkansas at Fayetteville; University of Arkansas Medical Sciences; Black River Technical College; Arkansas State University of Beebe; East Arkansas Community College. Updated 4-2-2025

Public Disclosure of Information

Directory information will be subject to public disclosure unless the student informs the School of Nursing Director, in writing, that this information should remain private. Written notification should be made each semester (before the end of the first week of classes) and should specify what information should or should not be included in the directory. Directory information includes student name, address, nationality, classification by year, number of hours enrolled and completed, participation in officially recognized activities and sports, dates of attendance (including matriculation and withdrawal dates), degrees, scholarships, and honors and awards received (including type and date received).

Social Media

When used appropriately and in professional contexts, social media can be a useful platform for communicating healthcare education to the public, building professional connections and provide an outlet to share experiences.

However, personal uses of social media can have serious consequences, especially if patient-specific information is shared. As students enrolled in the UCA School of Nursing, a pledge of confidentiality will be signed. If you breach HIPPA publicly, the student will be held liable. HIPAA violations result in serious consequences. Any infractions of this policy will result in disciplinary action that range from dismissal from the nursing program and/or a grade of "F" in the course.

Additionally, it is the responsibility of the School of Nursing to report any breaches in patient/client confidentiality occurring via social networking sites, to health care agencies.

For more guidance on this important issue please review the National League of Nursing's White Paper found at https://www.ncsbn.org/Social_Media.pdf

Name and Address Change

The School of Nursing maintains nursing student records. Name and/or address changes must be reported to the Graduate Program Coordinator of the School of Nursing and the UCA University Registrar (McCaslin Hall). The address change form is available at http://uca.edu/hr/documents/name_change_form.pdf

Sexual Harassment

Sexual harassment by any faculty, staff, or student is a violation of both law and university policy and will not be tolerated at the University of Central Arkansas. Sexual harassment of employees is prohibited under Section 703 of Title VII of the Civil Rights Act of 1964, and sexual harassment of students may constitute discrimination under Title IX of the Education Amendments of 1972. Refer to the current UCA Student Handbook for more information and university policy.

The School of Nursing adheres to the university policy, which carries into the clinical agencies used by nursing students. During clinicals, if a student feels sexually threatened in any way, contact the Graduate Program Coordinator.

Job Reference Requests

The School of Nursing faculty and staff are committed to assisting you in meeting your goals. Faculty and staff provide references and recommendation letters as a favor to students provided proper etiquette if followed.

1. Ask faculty/staff for their permission before adding them to your reference contact list. The preferred method of asking for permission is face-to-face; however, mail or e-mail may be used. Using social media is not appropriate.
2. Be sure to ask faculty/staff how they wish to be contacted. Ask them to provide the name, credentials, title, address (mail or e-mail) and/or phone number they prefer you to use.
3. Provide faculty/staff with the approximate deadline by which you will need the recommendation or reference letter completed. Keep in mind you should give faculty/staff at least 2 weeks or 10 business days' notice to complete your reference or recommendation.
4. Provide faculty/staff with a copy of your résumé, the requirements of the job, scholarship, etc. and a list or explanation of the personal qualities you have that makes you qualified. Giving faculty/staff all the background information and other materials needed is the best way to ensure the strongest recommendation for you. Be honest with your potential employer and faculty/staff about your experience and accomplishments. You are asking us to vouch for your qualifications, and to misrepresent yourself also reflects badly on us.
5. Provide faculty/staff with the name, credentials, title, mailing address and any other necessary contact information of the person the recommendation or reference should be sent. Let faculty/staff know what form the reference/recommendation should be sent (letter, e-mail, online survey, etc.) If it is a letter, provide pre-addressed envelopes with postage.
6. Send a personal note or email thanking faculty/staff for the support.

Adopted from: http://www.ehow.com/how_2070927_follow-job-reference-etiquette.html

Chapter 7

STUDENT CLINICAL EXPEREINCES AND SIMULATION

Clinical Legal Documents

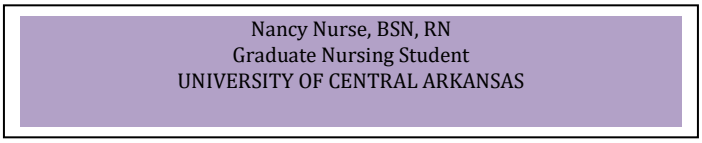
All graduate nursing students will need clinical preceptorship or mentorship hours. To start clinical experiences, legal documents need to be completed. Clinical Facility Contracts or Memorandums of Agreement (MOA), and preceptor/mentor agreements must be processed by the School of Nursing and University prior to the student participating in any clinical practicum experiences.

The University and School of Nursing have numerous current ongoing facility contracts with many health care systems and hospitals in Arkansas. Facility/agency contract approval can take 6 or more weeks to process, especially if the systems require their own contract rather than the UCA contract. Submitting required clinical documents before the due dates will help expedite approval. Contact the course faculty or Dr Harris to check on contract status.

Dress code

The mode of dress should reflect professionalism and mirror the preceptor's attire. Other requirements include closed-toed shoes and a white lab coat.

In accordance with the Arkansas State Board of Nursing Rules and Regulations students are always required to wear a nametag in clinical areas. Students can purchase a nametag through any trophy/office supply business.



MSN Clinical Experience Guidelines

A large portion of nursing education relies on real-world experience. Preceptors play a vital role in graduate nursing education, who bridge the gap between classroom theory and real-world clinical or educational practice. By offering direct mentorship, hands-on supervision, and individualized feedback, preceptors help graduate nursing students refine their clinical judgment, teaching skills, and professional identity in authentic practice settings. This partnership between student, preceptor, and faculty is essential to ensuring that nurse educator candidates graduate with the competence and confidence needed to succeed in their chosen specialty areas.

Nurse Educator students

Clinical experiences for the Nurse Educator track can be in a wide variety of settings, such as hospitals, skilled nursing facilities, primary care clinics, community agencies, long- term care facilities, and nursing education programs. Preceptors and clinical settings are selected based on the course and student- articulated objectives. Preceptors with

clinical expertise and advanced educational preparation are preferred, but clinical expertise and access to key clinical experiences are most critical. The nurse educator faculty will assist students with preceptor selection and approval.

Students in this NE program will complete two courses in which they will practice under the auspices of a preceptor: NURS 6340 Clinical Immersion for the Nurse Educator and NURS 6349 Teaching Immersion for the Nurse Educator. In each course, students complete a total of 210 clinical hours earning a total program hours of 420.

NURS 6340 Clinical immersion for the Nurse Educator

Preceptor requirements for this course include employment in a healthcare or community setting and hold appropriate state licensure, at least three years of nursing clinical experience, and a minimum of one-year full-time employment at that clinical site. They must hold a BSN (MSN preferred but not required), be willing and able to mentor students with adequate time and resources. Preceptors cannot serve as the student's immediate manager or supervisor. Preceptors are required to complete orientation and evaluate each student and be evaluated by the student.

Students are responsible for obtaining a preceptor/clinical site that meets the criteria listed above. Students should start looking for a preceptor during the second year of study. Students will be assisted by faculty in preceptor selection. For this clinical immersion, students develop course objectives aligned AACN Essentials and/or National League of Nursing (NLN) Core Competencies for Nurse Educators.

The 210 hours in the course can be spread out among multiple types of activities. Course faculty will assist students with these activities to promote a diverse clinical experience. All hours must be completed by the end of the semester and logged in Medatrax. A time log signed by the preceptor is required.

NURS 6349 Teaching Immersion for the Nurse Educator

Preceptor requirements for this course include employment in a nursing education setting—academic, clinical, or a combination of both—and hold appropriate state licensure, at least two years of teaching experience, and a minimum of one-year full-time employment at that site. They must hold an MSN (unless otherwise approved by course faculty), be willing and able to mentor students with adequate time and resources. Preceptors cannot serve as the student's immediate manager or supervisor. Preceptors are required to complete orientation and evaluate each student and be evaluated by the student.

Students are responsible for obtaining a preceptor/clinical site that meets the criteria listed above. Students should start looking for a preceptor during the second year of study, and faculty will assist students in preceptor selection. For this teaching immersion, students develop objectives aligned with the NLN Nurse Educator Competencies and guide the activities in the course.

The 210 hours in the course can be spread out among multiple types of teaching activities. Course faculty will assist students with these activities to promote a diverse teaching experience. All hours must be completed by the end of the semester and logged in Medatrax. A time log signed by the preceptor is required.

Family Nurse Practitioner Students

Students in the family nurse practitioner (FNP) track will obtain clinical experiences predominantly in primary care focused on patients across the lifespan. The FNP student can use a variety of preceptors such as nurse practitioners, physicians, and physician assistants.

The plan of study consists of 5 sequential clinical courses ending with an immersive experience. Students will start the FNP education journey in course, NURS 6411 Introduction to Primary Care. This course focuses on FNP role development, diagnosing and treating common acute disease processes. In course NURS 6412, Primary Care of

Adults I, student continue to develop the FNP role and management of adult diseases. In the third FNP course, 6313 Primary Care of Adults II, students will focus on women's health issues and treatment management. The fourth FNP course focuses on pediatrics. In NURS 6418 Primary Care of Children, students will refine the role of the FNP and learn the importance of distinguishing between normal growth and development and abnormal growth and development. This course will focus on the diagnosing and treatment of common childhood diseases as well as the well-child encounter. The final FNP course, NURS 6525, Clinical Immersion for the Family Nurse Practitioner, student will immerse in the FNP role. Throughout all the clinical courses, student will obtain a total of 770 direct patient care hours.

FNP Preceptor Requirements

Finding a preceptor can be a daunting task, but you are not alone in the process. The NP faculty will assist you. If you are having difficulty, reach out to Dr Harris for assistance with preceptor placement. Here are some tips for obtaining a preceptor:

- Networking with your work peers or former NP students
- Sharing preceptor information with classmates
- Talking with your personal healthcare provider
- Talking with friends from church or other organizations
- Talking with your employer

FNP students should concentrate preceptor selection on family practice settings that care for a diverse population. (Women's and men's health, pediatrics, geriatrics). Clinical settings should be diverse to meet the role and population-focus of planned certification.

Preceptor Requirements

The UCA School of Nursing follows the National Task Force (NTF) for Quality Nurse Practitioner Education requirements for nurse practitioner preceptors. The requirements are:

- Completion of **one** year of clinical experience
- Licensure in the state of practice in his/her specialty and/or population focus
- No more than 2:1 patient-preceptor ratio.

The FNP program at UCA requires students to meet the following preceptor requirements. Students should:

- Experience an interdisciplinary mix (NP, MD, PA) of preceptors. However, a minimum of 2 of the preceptors must be licensed as an APRN.
- Students need only **ONE** preceptor for the first clinical course.
- A family practice or internal medicine preceptor can be used **twice** for a maximum total of 280 hours.
    - If a preceptor's clinic is the site of the DNP project, the student may be allowed to complete more hours pending approval from Graduate Program Coordinator.
- Starting in course NURS 6412, students can have a "specialty" preceptor for up to 60 clinical hours. Specialty clinical sites need to be in an outpatient setting focused on chronic disease management.
    - Specialty preceptors include:
        - Urgent Care
        - Cardiology
        - Pulmonology

        - Nephrology
        - Dermatology
        - College health
        - Orthopedics
        - Neurology
        - Endocrinology
    - If you are unsure specialty preceptor is appropriate, reach out to NP faculty.
- In course NURS 6313, student should obtain a preceptor that does women's health or family practice that sees women.

Once you have found a preceptor or notified NP faculty for help, you will need to get a preceptor agreement signed. (see appendix A for the agreement form). The preceptor is not a legal binding contract, but a document that provides the course faculty and the Graduate Program Coordinator the preceptor's demographic information. NP faculty check the status of the preceptor's licenses and certification status. The form needs to be filled out legibly and accurately. The School of Nursing does not need the original preceptor form. Keep the original for your records. **Scan and email** the completed preceptor agreement to Dr. Stacy Harris at stacyh@uca.edu.

Precepted Experiences

At the beginning of the semester, each preceptor will receive an introductory preceptor handbook and letter that introduces the preceptor to the course description, objectives, and content. These documents can enhance the precepted experience. The student and preceptor should go over the course objectives and create a plan to increase clinical competencies. The preceptor is emailed access Medatrax®, a software company that helps students track clinical hours**.** The preceptors will complete an evaluation of student performance through Medatrax®.

The student is to provide the preceptor with his/her contact information and develop a mutual agreed upon schedule. Any alteration to the student's schedule should be communicated with the preceptor. Students must understand that preceptors are taking time out of their practice to assist in your training, so be punctual and aware of the time constraints.

Students should be self-directed and proactive in the clinical setting. Students should identify areas of clinical weakness and work with the preceptor to gain clinical experiences and knowledge. However, if a preceptor is hindering your learning and not allowing you to gain experiences in the provider role, you need to notify your clinical faculty.

Remember to be thankful for your preceptor's guidance, time, and support because they are playing a vital role in your education. It is reasonable to thank the office staff and preceptor with a token of your appreciation. Your treatment of the preceptor affects that preceptor's attitude towards students. Be courteous, kind, non-judgmental and appreciative. However, if you feel threatened, demeaned, or belittle, contact the course faculty or Dr Harris for assistance.

DNP Clinical Experience Guidelines

DNP students need to obtain a project site to complete the DNP project. Networking with your current employer is a great place to start the process. Reach out to a clinic where precepted hours were completed. Many clinics would welcome a quality improvement or practice project. Once you have selected a project site, you will need a facilitator from the clinical setting in which the DNP project will be completed. They will need to complete the clinical legal document requirements listed above. (See Appendix B)

Each DNP student will be assigned a faculty project advisor. The faculty advisor will be a member of the graduate faculty with doctoral qualifications and will assist the student in project design and proposal. Other assigned doctoral faculty may provide advisement on the doctoral project or serve as a consultant.

DNP Clinical Internship hour requirements (undergoing revisions for Summer 2027)

The DNP internship is designed to assist the student in meeting the minimum required hours as set by the AACN's Essentials of Doctoral Education for Advance Practice http://www.aacn.nche.edu/dnp/Essentials.pdf . All DNP students are expected to complete a minimum of 1,000 post-baccalaureate practice hours. Practice experiences for the DNP student are not intended to be solely direct patient care hours but should include indirect care practices in healthcare settings or related environments that broaden the experiences of the student. The clinical experiences should help the student meet the eight DNP essentials. Field work hours, designed to match specific DNP Essentials, have been incorporated in courses to guide consistent experience for all DNP students.

The clinical experiences are designed to provide:

- Opportunities for meaningful student engagement within practice environments
- In-depth mentoring with experts in nursing and other disciplines
- Opportunities for further application, synthesis and expansion of learning.
- Experiences in advanced nursing practice where the final DNP project is completed
- Opportunities for integrating and synthesizing all the DNP Essentials

Release of Student Information to Clinical Agencies

Clinical agency contract agreements often require the School of Nursing to provide protected information, such as student names and/or social security numbers, prior to the beginning of a clinical rotation. All protected information will be handled according to state laws.

Infection control standards

Graduate nursing students will maintain current knowledge and practice that is consistent with the most current Centers for Disease Control and Prevention (CDC) guidelines for protecting healthcare workers and patients/clients from exposure to infectious diseases.

Blood and body exposure

In the case of a clean needle stick injury (one where the instrument has not been used on a patient/client) the student is to be seen in an employee/student health or emergency service within 24 hours for wound treatment and tetanus prophylaxis, if necessary.

Needle stick injury or instrument exposure to blood or other body fluids should be reported immediately to the nursing instructor. An Employee/Student Injury and Accident Report Form (I & A form) or an Incident Report form should also be completed. Information about the source and/or patient/client involved should be obtained by the instructor and recorded, including the patient/client's name, unit number, and physician.

The instructor must check the patient/client's medical record for the patient/client's risk status for hepatitis and HIV infection (e.g., homosexuality, blood transfusions, I.V. drug abuse, or previous history of positive HIV) and record this information on the I & A form.

The I & A form is to accompany the student to the employee/student health or emergency service at the time of initial evaluation within 24 hours of the injury or contamination.

Chapter 8

RESEARCH AND SCHOLARSHIP

Protestation of Human Subjects

All proposals for research by students must be reviewed to ensure protection of human subjects. Students are to follow the policies and procedures of the UCA Institutional Review Board. A copy of the policies and procedures can be accessed on the Sponsored Programs homepage http://spo.uca.edu. Students with questions should call Sponsored Programs at 501-501-450-3451.

Student Participation in Program Evaluation and Research

The School of Nursing routinely collects evaluative information and research data about the program which includes faculty, students, and/or courses. The information is not used to determine the academic standing of a student. The information is to assist faculty with program evaluation and research, students can expect: 1) that data will be obtained from student and course records for use in educational research and program evaluation; and 2) that observers will be present in the classroom or clinical setting for the purposes of collecting research data, evaluating/observing performance of the instructor, or testing educational instruments.

Data collected for educational research or program evaluation will not be used to influence a student's academic standing. It will be used as group data or to evaluate instructors, teaching strategies, courses and/or the program.

Institutional Review Board

Any educational research sponsored by or conducted in the School of Nursing is subject to university and departmental policies and procedures. All educational research will comply with the policies and procedures of the UCA Institutional Review Board for the Protection of Human Subjects. Any information/data obtained from student and course records is subject to university policies and procedures and the Family Educational Rights and Privacy Act of 1974.

DNP Research

The research emphasis in the DNP program differs from the traditional, original research focus of the PhD. Rather than preparing nurse researchers, the DNP prepares expert clinicians to use research knowledge and methods to create, implement, and evaluate practice interventions. The DNP is a practice-oriented degree well suited to prepare the student to take a key role in improving healthcare.

As the DNP project unfolds, the student will need to obtain Institutional Review Board approval. Information about this process and the appropriate forms can be found at http://uca.edu/researchcompliance/ The majority of DNP projects will be an exempt or expedited application. However, all DNP students will need to complete IRB training

found at http://uca.edu/researchcompliance/irb-training/ This training can be counted in your clinical internship hours.

DNP Project

The UCA DNP project is a practice-focused, in-depth, integrative experience. The project will result in a practice-related written product and presentation which will be subject to peer and professional scrutiny. All students enrolled in the UCA DNP Program will complete a project, written report, dissemination experience outside the School of Nursing and a final presentation as a requirement for graduation.

The DNP project is a systematic translational research project related to improvement of clinical practice, rather than original research and knowledge development associated with a PhD program of study. A DNP project is not intended to test new models, develop new theory, or test hypotheses. The specific purpose of the project is to translate research into improved patient, population, healthcare or system outcomes. Studies comparing teaching methods or those focused solely on nursing students do not match the purpose and goals of the practice-oriented project.

Students will create the initial project proposal by the end of NURS 7350, Translational Research. Project proposals will be developed under the supervision of the project faculty advisor and other project mentors.

While not intended to be an inclusive list, the following are examples of the scholarship of practice or DNP projects (AACN, 2018):

- Develops best practices for incorporation of findings generated through translational and implementation science.
- Analyzes system-wide data to evaluate practice patterns and/or uncovering new issues related to practice from such data.
- Serves as a clinical practice specialist in partnerships that advance research, clinical improvements, policy development and/or implementation.
- Analyzes big data (such as healthcare systems dashboard measures) or conducts policy analysis at the community, state, national, or international level.
- Engages with stakeholders including patients, coalitions, corporations, and industries to educate the workforce, develop clinical innovations, and/or translate research for practice transformation.
- Translates research and utilizes evidence to improve health and generate practice-based knowledge.
- Develops unique clinical nursing programs (within healthcare systems) or interventions with documented effectiveness.
  Leads in the development, review, and evaluation of clinical practice models to transform healthcare delivery.
- Translates research and utilizes evidence to improve health, impact practice, and effect changes in health systems.
- Develops clinical guidelines, innovations, and new program initiatives.
- Uses secondary data from the electronic medical record to evaluate health care processes and patient outcomes to improve quality of care.

Students who do not complete the project by expected graduation date or do not successfully complete the final project paper/presentation before the expected graduation date will be required to maintain registration in a minimum of one credit of NURS 7120, DNP project coursework each semester until the final capstone presentation is completed and approved.

See the DNP project handbook for more specific information.

Chapter 9

PROFESSIONAL ORGANIZATIONS AND COMMITTEES

School of Nursing Committees

Opportunities are available for graduate student participation on the School of Nursing standing committees. Students can participate remotely or come to meetings on campus. School of Nursing committees include:

- Graduate Curriculum, Admissions and Academic Affairs Committee
- Evaluation and Quality Assurance Committee

Professional organizations

SIGMA THETA TAU

In the spring of 1988 the Kappa Rho Chapter of Sigma Theta Tau, the International Honor Society of Nursing, was chartered. In spring 2002, the charter was reissued as Kappa Rho Chapter At-Large to include Arkansas Tech University Nursing Program. In 2019, the Kappa Rho Chapter At Large was separated, and Arkansas Tech University started their own chapter. At UCA, we returned to the original chapter, Kappa Rho. Sigma Theta Tau is the only honor society for nursing. The first chapter was established in 1922. The organization recognizes superior achievement, facilitates leadership, supports scholarship in nursing, and strengthens individual's commitment to ideals and purposes of professional nursing.

Graduate students who meet Sigma Theta Tau's criteria are eligible for induction into the Kappa Rho Chapter. Currently, those standards include having completed one-fourth (1/4) of the master's or doctoral curriculum in nursing, demonstrate evidence of leadership and excellence in scholarship, and having achieved a GPA of 3.5 or above. Students meeting these criteria may apply for membership.

Induction into Sigma, Kappa Rho chapter occurs in the fall semester of each year. For further information, contact the School of Nursing at 501-450-3119.

UCA ALUMNI ASSOCIATION

Founded in 1990, the Nursing Alumni Chapter is affiliated with the UCA Alumni Association. Its purposes are to: 1) maintain a close relationship between the university and graduates of the programs in nursing; 2) maintain a medium for dissemination of information pertinent to professional nursing; and 3) to promote professionalism in nursing through the educational process. Membership is open to all graduates and former students of the nursing programs, present and past nursing faculty, and other individuals who are interested in affiliating with the Chapter.

National Professional Organizations

Many national organizations exist related to the students' specific track. Many national organizations have reduced conference and certification testing fees. A few to highlight are

American Association of Nurse Practitioners https://www.aanp.org/

American Nurses Association https://www.nursingworld.org/

National League of Nursing http://www.nln.org/

Chapter 10

GRADUATION AND LICENSURE

Application for graduation

Candidates should apply for graduation at the beginning of the semester in which they plan to complete requirements for the degree. Students should go to the Graduate School website http://www.uca.edu/graduateschool/ to obtain graduation information. The Education Counselor will electronically communicate graduation application due date. Completing all components for graduation is the responsibility of the student.

Convocation

The purpose of the nursing convocation ceremony is to recognize all School of Nursing graduates in spring semester. The ceremony is held prior to the University's Spring commencement. During the ceremony, BSN graduates receive their nursing pins, MSN and DNP graduates are hooded. Participation in this event is encouraged.

National certification

The MSN curriculum prepares graduates to be academically eligible to take national certification examinations. MSN are eligible for national certification as a Nurse Educator. The BSN-DNP- FNP track prepares students to be eligible to take national FNP certification exams.

Expenses

End of the program expenses vary from track to track. FNP certification exams cost hundreds of dollars (approximately $300). FNP review courses are highly recommended when preparing for certification. Depending on the vendor, these products can cost as much as $500.00 plus travel. State licensing fees and Drug Enforcement Agency (DEA) application fees should also be considered ($800.00).

Chapter 11

AWARDS AND SCHOLARSHIPS

The UCA School of Nursing offers a variety of awards and scholarships for graduate nursing students.

Outstanding Overall DNP student award

Eligibility: Graduating DNP student

Selection: *Nomination.* DNP faculty nominate; selection committee makes final selection based on individual award criteria.

Criteria: Criteria for the selection of this award are based on AACN DNP national awards criteria (2016). Criterion for this award include:

- Consistently demonstrates high academic standards (i.e., GPA in top 10%, consistently demonstrates skill in scholarly writing, self-reflective, etc.).
- Engages in clinical and professional activities beyond current role.
- DNP Project has the potential to directly or indirectly influence outcomes related to health care, practice, or policy.
- DNP Project demonstrates scholarly rigor and innovation and contributes to the profession.
- Exemplifies innovation and leadership in nursing practice.
- Degree to which nominator's letter addresses the first four award criteria.

Award: Plaque and monetary award

Time granted: Spring Convocation

Outstanding Post Masters DNP student award

Eligibility: Graduating DNP student

Selection: *Nomination.* DNP faculty nominate; selection committee makes final selection based on individual award criteria.

Criteria: Criteria for the selection of this award are based on AACN DNP national awards criteria (2016). Criterion for this award include:

- Consistently demonstrates high academic standards (i.e., GPA in top 10%, consistently demonstrates skill in scholarly writing, self-reflective, etc.).
- Engages in clinical and professional activities beyond current role.
- DNP Project has the potential to directly or indirectly influence outcomes related to health care, practice, or policy.
- DNP Project demonstrates scholarly rigor and innovation and contributes to the profession.

- Exemplifies innovation and leadership in nursing practice.
- Degree to which nominator's letter addresses the first four award criteria.

Award**:** Plaque and monetary award
Time granted: Spring Convocation

Outstanding Family Nurse Practitioner award

Eligibility: Graduating NP student
Selection: *Nomination:* NP Nursing Faculty nominate; selection committee then makes final selection based on individual award criteria.
Criteria: Criteria for the selection of this award fall into 5 Areas of Excellence:

- Academic
- Clinical
- Leadership
- Service
- Scholarship

Award: Plaque and monetary award
Time granted: Spring Convocation

Outstanding Nurse Educator student award

Eligibility: Graduating MSN NECS student
Selection: *Nomination*. NECS faculty nominate; selection committee then makes final selection based on individual award criteria.
Criteria: Criteria for the selection of this award are based on NLN competencies for nurse educators (2007). Criterion for this award include:

- Consistently demonstrates high academic standards (i.e., GPA in top 10%, consistently demonstrates skill in scholarly writing, self-reflective, etc.).
- Facilitates learning & approaches teaching and learning with enthusiasm
- Facilitates learner development and socialization
- Uses assessment and evaluation strategies
- Participates in curriculum design and evaluation of program outcomes
- Functions as change agent and leader
- Pursues continuous quality improvement in the nurse educator role
- Engages in scholarship
- Functions within the education environment

Award: Plaque and monetary award
Time granted: Spring Convocation

Scholarships

Suzanne Harvey scholarship

Eligibility: Graduate student

Selection: Student submits a general application (Appendix D) in the spring semester. Preference will be given to a nurse practitioner student. The selection committee will make the final selection based on individual award criteria.

Criteria:

- Clinical experience as a BSN-prepared registered nurse (RN)
- Pursuing a graduate degree
- Cumulative GPA of 3.30 or above
- Demonstrate professional characteristics
- Receiving no other UCA funded scholarship

Hawk McCaslin Nursing Scholarship

Eligibility: Graduate students who are enrolled in at least two graduate courses and are not receiving any scholarships or traineeships.

Selection: Student submits a general application (Appendix D) in the spring semester. The selection committee will make the final selection based on individual award criteria.

Criteria:

- Graduate student with financial need

Jonelle DeBusk Hunt Nursing Scholarship

Eligibility: MSN student in the Nurse Educator Clinical Specialty track

Selection: Student submits a general application (Appendix D) in the spring semester. The selection committee will make the final selection based on individual award criteria.

Criteria:

- Enrolled into the MSN program
- Serves as a clinical laboratory instructor
- Provides clinical supervision for students in the UCA BSN program

Bonin-Meaux Nurse Educator Scholarship

Eligibility: MSN Nurse Educator Clinical Specialty student

Selection: Student submits a general application (Appendix D) in the spring semester. The selection committee will make the final selection based on individual award criteria.

Criteria:

- Accepted into the MSN Nurse Educator program.
- Must maintain a 3.0 cumulative GPA
- Preference given to students who show financial need
- Special consideration may be given to applicants who serve as adjunct faculty for the UCA School of Nursing

Award: Scholarships will be for one year or a two-year renewable on the condition that the recipients remain in good academic standing (must maintain a 3.0 cumulative GPA.

Martin Nursing Scholarship

Eligibility: Graduate student

Selection: Student submits a general application (Appendix D) in the spring semester. The selection committee will make the final selection based on individual award criteria.

Criteria:

- Accepted into the UCA nursing program
- Consideration given to financial need
- Maintain a GPA of 3.0 or above

Appendices

- NP preceptor agreement
- DNP Mentor Agreement
- Readmission Application
- Alternate Plan of Study Application

Appendix A- Nurse Practitioner clinical preceptor agreement

University of Central Arkansas School of Nursing

CLINICAL PRECEPTOR AGREEMENT FORM

Nursing Course & Term:

_____

This agreement is between (Health Care Provider) _____

AND: (UCA Student) _____ AND: University of Central Arkansas, School of Nursing.

SUBJECT: Use of Preceptor for Student Learning Experiences

The University of Central Arkansas (UCA) School of Nursing requests that a health care provider with one year of experience (MD, APRN, PA) of the agency serve as a preceptor for the purpose of facilitating the graduate student's learning for a period of one semester.

This agreement reflects the following:

1. The preceptor shall be jointly identified by the faculty member and agency for this educational experience.
2. The preceptor will meet the criteria as outlined by the School of Nursing.
3. The course objectives for the student's experience will be shared with the preceptor, and the plan for the learning experiences will be structured jointly by the student, and preceptor with faculty guidance.

If this agreement is satisfactory, please complete the required information, Date and Sign the agreement.

Clinic Name/Address/City/State/Zip code: _____

_____

Phone Number:_____ **Type of Practice**:_____

(Family practice, Internal Medicine, Urgent Care, Women's health, etc.)

Preceptor Printed Name/Credentials: _____

State License Number & Exp date: _____

Preceptor's email: _____

Board Certification(S): ANCC AANP AAFP ABIM Other:_____

Average number of patients per day: _____ **Years of experience:** _____

Preceptor's Original Signature: _____ **Date**: _____

*Expected Hours*_____

SCHOOL OF NURSING APPROVAL/DATE: _____

University of Central Arkansas School of Nursing

DNP MENTOR AGREEMENT FORM

DNP Mentor

To be completed by the Clinical Facility Mentor*:*

Name:_____Credentials:_____Years in Practice: ____

Phone:_____Email: _____

Clinical Location Name:_____

Mailing Address: _____

City:_____State:_____Zip Code: _____

******If Clinical Location (site/agency/offices) is owned by another agency:

Name of Parent Organization: _____

Contact Person: _____

Mailing Address:_____City:_____State:_____Zip: _____

Phone:_____Email:_____Fax #: _____

DNP Mentor Signature Date

Student Name: _____

DNP Advisor:_____ Semester/year _____

Clinical Agency contract: Current _____ Pending _____ None _____

Student Signature Date

Appendix C Readmission

UNIVERSITY OF CENTRAL ARKANSAS
School of Nursing

APPLICATION FOR READMISSION TO GRADUATE PROGRAM

PLEASE PRINT OR TYPE – ANSWER EVERY QUESTION

NAME _____
Last First Middle (Maiden)

Address _____
Street City/Zip

Telephone: cell _____ work_____

UCA ID Number _____

Indicate semester last enrolled in UCA Nursing Program _____

Indicate semester you with to return Month _____ Year _____

Reason for leaving nursing program:

_____ A. Course failure-- NURS _____(Give number & title of course)

_____ B. Explain_____

_____

_____

Are you currently enrolled in a college or university? Yes _____ No _____

Considering your previous experience in the UCA SON graduate program, write a plan detailing how you plan to meet the rigors and time commitment of graduate education to be successful in readmission. Attach a 1-2-page type-written plan with the application.
Email the application to: Dr. Stacy Harris UCA School of Nursing Graduate Program Coordinator, stacyh@uca.ed

_____ _____
Student Signature Date

University of Central Arkansas
School of Nursing
ALTERNATE PROGRESSION PLAN OF STUDY

NAME _____
Last First Middle (Maiden)

Address _____
Street City/Zip

Telephone: cell _____

UCA ID Number _____

Indicate semester last enrolled in UCA Nursing Program _____

Indicate semester you with to return Semester _____ Year _____

Reason for new plan of study:

_____ A. Course failure-- NURS _____(Give number & title of course)

_____ B. Other: Please explain:

Considering your previous experience in the UCA SON graduate program, write a plan detailing how you plan to meet the rigors and time commitment of graduate education to be successful in your alternate plan of study. Attach a 1-2-page type-written plan with the application.

Email the application to: Dr. Stacy Harris
UCA School of Nursing Graduate Program Coordinator
stacyh@uca.edu

Signature: _____ Date: _____