



SCHOOL OF NURSING

GRADUATE PROGRAM STUDENT HANDBOOK

2011-2012

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WILKES UNIVERSITY

MISSION

The Mission of Wilkes University is to educate our students for lifelong learning and success in a constantly evolving and multicultural world through a commitment to individualized attention, exceptional teaching, and academic excellence.

VISION

The Vision of Wilkes University is to be a nationally recognized independent university where intense personal engagement in exceptional academic and professional programs cultivates a lifelong commitment to learning, ethics, civic responsibility, and openness to cultural diversity.

VALUES

The Wilkes University Statement of Values is as a university community, we work together with understanding, respect and integrity, guided by these principles:

Student success

- Lifelong learning is our passion
- Mentorship is our guiding behavior
- Community engagement is our civic imperative

SCHOOL OF NURSING

MISSION:

The mission of the School of Nursing is to prepare professional practitioners of nursing who have mastered the core concepts and principles of the discipline, to address ethical issues in practice, to promote lifelong learning and to serve others with intelligence, compassion and integrity in a constantly evolving, multicultural environment.

VISION:

The vision of the School of Nursing, a nationally accredited program, is to be a recognized leader in nursing education who prepares professional nurses for an evidenced-based practice committed to community service and healthcare policy development.

- Baccalaureate nursing students are prepared to meet the challenges of practice in an increasingly complex healthcare environment through evidenced-based practice.
- Graduate students are prepared to function at an advanced practice level as educators, leaders and expert clinicians.

PHILOSOPHY

The School of Nursing, consistent with the mission of the University, is committed to educating our students for lifelong learning and success in a constantly evolving and multicultural world through a commitment to individualized attention, exceptional teaching, and academic excellence, , and to upholding the Wilkes' tradition of community service. The School supports the University's core curriculum, which includes a broad spectrum of courses designed to stimulate the student's intellectual, personal and social development.

The educational program in nursing prepares students to deal with the complexities of a dynamic profession and society. The nursing faculty identifies human beings, environment, health and nursing as the major concepts of the curriculum. This philosophy expands on the conceptual meanings of these ideas.

Human beings are unique, rational entities with inherent dignity and worth. Each person is a physical, psychological, spiritual, social and cultural being with specific needs. In an effort to meet these needs, people develop human response patterns. These human response patterns are interrelated with developmental stages and influence the ability of people to maintain order and to experience wellness. Human beings are in constant interaction with a dynamic environment. While people and their environment are distinguishable from each other, each participates in the creation of the other.

The environment is multidimensional, dynamic, and integral to human beings and their response patterns. It encompasses the biologic, physical, psychological, sociocultural, political, and economic experiences of people. Human beings experience the environment as individuals, families, and communities who share common beliefs and values. The environment, thus, affects and effects change in the patterning of both people and itself.

Health is a dynamic state of being which can be depicted on a wellness-illness continuum. A person's position on the continuum is a result of that person's interrelationship with the environment; movement along the continuum is reflected in the person's response patterns. Optimum health is uniquely experienced as that point on a wellness-illness continuum which reflects the maximum level of wellness that can be achieved.

Nursing is a human science which focuses on people, their environment, and their health. It is characterized by interaction between the nurse and the client; is directed toward identifying human response patterns to the environment; and takes place to assist individuals, families and communities to meet human needs through promoting, maintaining, and restoring health and preventing illness. Whenever actual or potential threats to a client interfere with the ability to meet human needs, and/or whenever a client desires assistance in maintaining optimal health, nurses intervene through a deliberative process of assessment, analysis, planning, implementation, and evaluation.

Within the legal and ethical parameters of the profession, the nurse assumes the roles of practitioner, advocate, teacher, researcher, and leader to provide health care to clients in a variety of settings. The professional nurse functions interdependently with members of the health team in collaborative relationships wherein each profession contributes according to its knowledge base, skills, and focus.

The nursing faculty believes that learning is a continuous process throughout the life span. It is achieved in direct proportion to the needs, interests, and resources of the individual learner and is measured by change in behavior. The process of learning is sequential and deals in the cognitive, affective, and psychomotor domains. The teacher is responsible for providing quality learning experiences, sharing information, and maintaining a climate conducive to learning. The learner is responsible for acquisition of knowledge, skills, and attitudes essential to the practice of professional nursing. The teacher and the learner interact to explore and develop an understanding of the relationship among theory, research, and practice. This interaction facilitates critical thinking, fosters professional practice and, ultimately, contributes to the development of nursing.

The baccalaureate program for nursing prepares a beginning self-directed professional practitioner. Graduates function as generalists whose education for professional nursing is based upon the integration of knowledge from the humanities, the physical and social sciences, nursing theory, and applied research. Entry level nursing education facilitates political awareness and the development of personal and professional standards, and provides the basis for graduate study as an advanced practice nurse. The master's program in nursing builds upon baccalaureate education and is designed to prepare an Advanced Practice Nurse. Graduates have advanced skills in the roles of direct client care provider, consultant, educator, researcher, collaborator and manager. The emphasis in the master's program is on the development of clinical and professional expertise with selected populations in Northeastern Pennsylvania. The master's program serves as basis for doctoral study in nursing.

DOCTOR OF NURSING PRACTICE (DNP)

PURPOSE

The Doctor of Nursing Practice (DNP) online program is designed in concert with the mission of the University and the School of Nursing. The goal of the doctoral program is to produce knowledgeable, competent, and clinically proficient advanced practice nurses with the skills and dispositions needed to serve in leadership capacities in their respective fields.

The Primary elements of the program are applied research and clinical practice. These two elements are embedded in courses throughout the program with opportunities to apply acquired knowledge and skills to problems and practice in the students' respective fields.

The Doctor of Nursing Practice program is designed as a practice-focused doctoral program to prepare clinical experts in a specialized field. The Doctor of Nursing Practice program will have a common core with three concentrations from which students may select, if needing a clinical specialty. These concentrations include: Adult-Gerontology, Psychiatric/Mental Health, and Nurse Executive.

Students entering the program with a BSN or non-advanced practice MSN are eligible to take the certification exam for Clinical Nurse Specialists and Nurse Executive-Advanced by the American Nurses Credentialing Center (ANCC) on completion of program requirements. Student seeking a BS to DNP will stop out and receive a master's degree allowing them to sit for the appropriate ANCC certification exam and begin practice as an advance practice nurse. Students will then resume enrollment into the DNP curriculum. This allows students to gain clinical expertise in the advanced practice role while simultaneously taking DNP courses.

The online program is designed for self-motivated students adept at using computers. Student computers must meet system requirements of the university.

PROGRAM OUTCOMES

1. Synthesize nursing science to manage complex health problems and improve health outcomes in advanced nursing practice.
2. Develop and evaluate knowledge and skills in organizational and systems leadership to improve health care practice and policy.
3. Critically analyze information technology, research methodology, quality improvement methodology to implement the best evidence based practice.
4. Design and analyze patient care technology and information systems to enhance quality of health care delivery.
5. Evaluate health care policies to improve health care policy outcomes at the local, state, and national levels.
6. Employ specialized knowledge and leadership skills when collaborating and leading other inter-professional health care teams in complex health care delivery systems.
7. Analyze health disparities, cultural diversity, environmental and societal needs in the care of individuals, aggregates, and populations.

8. Develop, demonstrate, and sustain advanced levels of clinical judgment, systems thinking and accountability to implement and evaluate evidence based care disparities, cultural diversity, environmental and societal needs in the care of individuals, aggregates, and populations.

ADMISSION REQUIREMENTS

- Bachelor of Science in Nursing with a GPA of 3.0 or higher on a 4.0 scale
- Master of Science in Nursing with a GPA of 3.5 or higher on a 4.0 scale
- Advanced Practice Nurses (Nurse Practitioners, Clinical Nurse Specialists, Nurse Anesthetists, Nurse Midwives) must present evidence of:
 - Completion of graduate courses titled Advanced Pathophysiology, Advanced Pharmacology, and Advanced Physical Assessment
 - Proof of completion of a minimum of 500 supervised clinical practice hours during advanced practice nursing master's or post-master's program
 - Proof of national advanced practice certification (preferred)
- Official transcripts from all post-secondary education experiences (International students must submit all official transcripts and other requirements to <http://www.wes.org> and pay the appropriate fees. World Education Services will forward documents to Wilkes University.)
- Three recommendation forms submitted from graduate-prepared nurses or faculty who can attest to the applicant's potential for advanced-practice studies and for leadership
- A three-page narrative written by the applicant providing insight into professional goals and expectations for doctoral studies
- A professional portfolio submitted by the applicant reflecting career and scholarship achievements to date, which will be continued through the DNP program and presented at the time of the scholarly project
- Documentation of current RN state licensure and current national certification for advanced practice nursing
- For applicants whose native language is not English and who hail from non-English speaking countries, submission of a minimum Test of English as a Foreign Language (TOEFL) score of 550 or International English Language Testing System (IELTS) score of 6.0 earned within two years prior to application
- For those applicants who meet the above requirements, a successfully completed phone interview

CURRICULUM

Graduate Nursing Core (For RN's entering with a Bachelor's Degree) (21 Credits)

<u>NSG 500</u>	Advanced Health Assessment	3 credits
<u>NSG 501</u>	Theoretical Foundations of Nursing Science	3 credits
<u>NSG 502</u>	Advanced Nursing Research	3 credits
<u>NSG 504</u>	Advanced Role Development in Nursing	3 credits
<u>NSG 505</u>	Health Care Policy and Models of Care	3 credits
<u>NSG 530</u>	Pathophysiology for Advanced Practice	3 credits
<u>NSG 533</u>	Pharmacotherapeutics for Advanced Practice Nursing	3 credits

Adult – Gerontology Clinical Nurse Specialist (14 Credits)

<u>NSG 553</u>	Adult Health Perspectives of Culturally Diverse, Rural, And Underserved Populations	2 credits
<u>NSG 554</u>	Advanced Practice in Adult-Gerontology I	3 credits
<u>NSG 555</u>	Advanced Practice in Adult-Gerontology II	3 credits
<u>NSG 506</u>	Advanced Practice in Adult-Gerontology Clinical I	3 credits
<u>NSG 515</u>	Advanced Practice in Adult-Gerontology Clinical II	3 credits

Psychiatric / Mental Health Clinical Nurse Specialist (14 Credits)

<u>NSG 526</u>	Clinical Modalities in Advanced Psychiatric Mental Health Nursing Practice	3 credits
<u>NSG 527</u>	Family Systems Theory	3 credits
<u>NSG 535</u>	Advanced Practice in Psychiatric Mental Health Nursing I	3 credits
<u>NSG 536</u>	Advanced Practice in Psychiatric Mental Health Nursing II	3 credits
<u>NSG 551</u>	Mental Health Perspectives of Culturally Diverse, Rural, And Underserved Populations	2 credits

Nurse Executive (15 Credits)

<u>NSG 560</u>	Healthcare Operations for the Nurse Executive	3 credits
<u>NSG 561</u>	Organizational Leadership for the Nurse Executive	3 credits
<u>NSG 562</u>	Advanced Leadership Topics for the Nurse Executive	3 credits
<u>NSG 563</u>	Nurse Executive Practicum I	3 credits
<u>NSG 564</u>	Nurse Executive Practicum II	3 credits

DNP Core (Post-Master's and BS-DNP Students) (30 Credits)

<u>NSG 600</u>	Nursing Informatics	3 credits
<u>NSG 601</u>	Biostatistics	3 credits
<u>NSG 602</u>	Ethical Principles for Advanced Nursing Practice	3 credits
<u>NSG 603</u>	Application of Nursing Research	3 credits
<u>NSG 604</u>	Epidemiology and Environmental Health	3 credits
<u>NSG 605</u>	Collaboration in Health Care Delivery	3 credits
<u>NSG 606</u>	Diversity and Social Issues	3 credits
<u>NSG 607</u>	Leadership in Advanced Nursing Practice	3 credits
<u>NSG 608</u>	Scholarly Project	6 credits

Length of DNP Program

Master's level advanced practice nurses may require the 30 credit DNP core for completion. Master's level non advanced practice nurses are evaluated individually and will require approximately 45-49 credits for completion. Bachelor's level candidates must complete 65-70 credits. The total time taken to complete the proposed doctoral degree may not exceed six years for Post-Master's students and eight years for BS-DNP students.

Each academic unit will typically run for a 12- week period. Courses will be offered sequentially with two courses taught in the fall, two in the spring, and one in the summer.

Residency requirement

An on-site residency is required for students enrolled in NSG 500 - Advanced Health Assessment in order to demonstrate advanced physical assessment skills.

MASTER OF SCIENCE WITH A MAJOR IN NURSING (MS)

PURPOSE

The purpose of the graduate program in Nursing at Wilkes University is to prepare advanced practice nurses as Clinical Nurse Specialists in either Adult-Gerontology or Psychiatric Mental Health, as Nurse Executives, or as Nurse Educators for advancing nursing practice. An advanced practice nurse is a registered nurse who is prepared at the master's or doctoral level for nursing practice. This multidisciplinary program provides a foundation for doctoral study in nursing and continued professional development.

Graduates of the program are eligible to take the certification examinations for Clinical Nurse Specialist and Advance Nurse Executive by the American Nurses Credentialing Center (ANCC) upon completion of the requirements. This program is fully accredited by the Commission on Collegiate Nursing Education (CCNE).

Each student's program of study is planned to meet each individual's personal goals and professional requirements.

PROGRAM OUTCOMES

1. Synthesize advanced knowledge of nursing and related disciplines in the development of advanced nursing practice for the roles of the Clinical Nurse Specialist, Nurse Executive, or Nurse Educator.
2. Develop expertise as an advanced practice nurse in the role of Clinical Nurse Specialist, Nurse Executive, or Nurse Educator.
3. Develop skills and abilities to assume leadership roles in advanced nursing practice.
4. Evaluate nursing research for its applicability to advanced nursing practice.
5. Evaluate applicable knowledge and concepts in nursing to deal with the complexities of a dynamic society.
6. Participate in lifelong learning as a part of advanced nursing practice.

ADMISSION REQUIREMENTS

In addition to the requirements of the Graduate Division, admission to the Master's Program in nursing requires:

- Graduation from an approved baccalaureate program in nursing
- Licensure as a Registered Nurse
- One year of clinical experience prior to clinical practicum
- A GPA from the original program of 3.0 or higher on a 4.0 scale
- An undergraduate statistics course
- An undergraduate research course
- Evidence of health assessment skills
- A statement of professional goals. These goals should relate to the goals of the graduate program in nursing at Wilkes University
- Two letters of recommendation
- Personal interview

A student whose background is judged to be deficient in any area will be evaluated individually and a program plan that will remedy the deficiency will be developed. Courses to remedy such deficiency do not carry graduate credits.

CURRICULUM

Graduate Nursing Core (For RN's entering with a Bachelor's Degree) (24 Credits)

<u>NSG 500</u>	Advanced Health Assessment	3 credits
<u>NSG 501</u>	Theoretical Foundations of Nursing Science	3 credits
<u>NSG 502</u>	Advanced Nursing Research	3 credits
<u>NSG 504</u>	Advanced Role Development in Nursing	3 credits
<u>NSG 505</u>	Health Care Policy and Models of Care	3 credits
<u>NSG 530</u>	Pathophysiology for Advanced Practice	3 credits
<u>NSG 533</u>	Pharmacotherapeutics for Advanced Practice Nursing	3 credits
<u>NSG 590</u>	Scholarly Project	3 credits

Concentrations

Adult – Gerontology Clinical Nurse Specialist (14 Credits)

<u>NSG 553</u>	Adult Health Perspectives of Culturally Diverse, Rural, And Underserved Populations	2 credits
<u>NSG 554</u>	Advanced Practice in Adult-Gerontology I	3 credits
<u>NSG 555</u>	Advanced Practice in Adult-Gerontology II	3 credits
<u>NSG 506</u>	Advanced Practice in Adult-Gerontology Clinical I	3 credits
<u>NSG 515</u>	Advanced Practice in Adult-Gerontology Clinical II	3 credits

Psychiatric / Mental Health Clinical Nurse Specialist (14 Credits)

<u>NSG 526</u>	Clinical Modalities in Advanced Psychiatric Mental Health Nursing Practice	3 credits
<u>NSG 527</u>	Family Systems Theory	3 credits
<u>NSG 535</u>	Advanced Practice in Psychiatric Mental Health Nursing I	3 credits
<u>NSG 536</u>	Advanced Practice in Psychiatric Mental Health Nursing II	3 credits
<u>NSG 551</u>	Mental Health Perspectives of Culturally Divers, Rural, And Underserved Populations	2 credits

Nurse Executive (15 Credits)

<u>NSG 560</u>	Healthcare Operations for the Nurse Executive	3 credits
<u>NSG 561</u>	Organizational Leadership for the Nurse Executive	3 credits
<u>NSG 562</u>	Advanced Leadership Topics for the Nurse Executive	3 credits
<u>NSG 563</u>	Nurse Executive Practicum I	3 credits
<u>NSG 564</u>	Nurse Executive Practicum II	3 credits

Nursing Education (15 Credits)

<u>NSG 540</u>	The Nursing Curriculum: Development and Implementation	3 credits
<u>NSG 541</u>	Teaching Methodologies and Strategies in Nursing	3 credits
<u>NSG 542</u>	Evaluation in Nursing Education	3 credits

<u>NSG 544</u>	Clinical Practice in Education I	3 credits
<u>NSG 545</u>	Clinical Practice in Education II	3 credits

R.N.-M.S. PROGRAM

PURPOSE

This accelerated program is designed for the experienced, practicing registered nurse who plans to continue nursing studies through the master's level and does not hold a baccalaureate degree. Adjustments of the undergraduate requirements permit rapid progress into the graduate level. The Master's Program remains intact and prepares the registered nurse for advancing nursing practice. Program plans are individualized for each student. Time to complete the program is related to the applicability of transfer credit as well as the number of credits taken in any semester.

An interview with the Director of the Graduate Nursing Program is required prior to entry into the program. Formal admission to Wilkes University is necessary and will include evaluation of transfer credits.

ADMISSION REQUIREMENTS

To be considered for admission, the applicant must successfully complete the following minimum requirements:

- Submit a completed graduate application for admission with payment of appropriate application fee
- Submit official transcripts showing graduation from an accredited nursing program.
- Licensure as a Registered Nurse.
- One year of clinical experience prior to clinical practicum.
- A GPA from the original program of 3.0 on a 4.0 scale.
- A statement of professional goals.
- Two letters of recommendation.
- Personal Interview.

POST-GRADUATE DEGREE CERTIFICATE PROGRAMS

PURPOSE

This program is designed for professional nurses who have earned a Master's or Doctoral Degree in Nursing and seek further education in advanced nursing practice. Programs offered are the Adult-Gerontology Clinical Nurse Specialist, Adult Psychiatric Mental Health Clinical Nurse Specialist, Nurse Executive, and Nursing Education concentrations. No degree will be awarded.

ADMISSION REQUIREMENTS

- Master's or Doctoral degree with a major in nursing from a program approved by either The National League for Nursing (NLN) or The Commission on Collegiate Nursing Education (CCNE).
- GPA 3.0 on a 4.0 scale
- Current Registered nurse license.
- Two years of recent professional experience in nursing
- Personal interview
- Completed application for admission to graduate Studies, including academic transcripts
- Two letters of reference from health care professionals attesting to the candidate's clinical expertise
- Statement of professional goals

CURRICULUM

Adult – Gerontology Clinical Nurse Specialist (23 Credits)

<u>NSG 500</u>	Advanced Health Assessment	3 credits
<u>NSG 530</u>	Pathophysiology for Advanced Practice	3 credits
<u>NSG 533</u>	Pharmacotherapeutics for Advanced Practice Nursing	3 credits
<u>NSG 553</u>	Adult Health Perspectives of Culturally Diverse, Rural, And Underserved Populations	2 credits
<u>NSG 554</u>	Advanced Practice in Adult-Gerontology I	3 credits
<u>NSG 555</u>	Advanced Practice in Adult-Gerontology II	3 credits
<u>NSG 506</u>	Advanced Practice in Adult-Gerontology Clinical I	3 credits
<u>NSG 515</u>	Advanced Practice in Adult-Gerontology Clinical II	3 credits

Psychiatric / Mental Health Clinical Nurse Specialist (23 Credits)

<u>NSG 500</u>	Advanced Health Assessment	3 credits
<u>NSG 530</u>	Pathophysiology for Advanced Practice	3 credits
<u>NSG 533</u>	Pharmacotherapeutics for Advanced Practice Nursing	3 credits
<u>NSG 526</u>	Clinical Modalities in Advanced Psychiatric Mental Health Nursing Practice	3 credits
<u>NSG 527</u>	Family Systems Theory	3 credits
<u>NSG 535</u>	Advanced Practice in Psychiatric Mental Health Nursing I	3 credits
<u>NSG 536</u>	Advanced Practice in Psychiatric Mental Health Nursing II	3 credits
<u>NSG 551</u>	Mental Health Perspectives of Culturally Diverse, Rural,	2 credits

And Underserved Populations

Nurse Executive (24 Credits)

<u>NSG 500</u>	Advanced Health Assessment	3 credits
<u>NSG 530</u>	Pathophysiology for Advanced Practice	3 credits
<u>NSG 533</u>	Pharmacotherapeutics for Advanced Practice Nursing	3 credits
<u>NSG 560</u>	Healthcare Operations for the Nurse Executive	3 credits
<u>NSG 561</u>	Organizational Leadership for the Nurse Executive	3 credits
<u>NSG 562</u>	Advanced Leadership Topics for the Nurse Executive	3 credits
<u>NSG 563</u>	Nurse Executive Practicum I	3 credits
<u>NSG 564</u>	Nurse Executive Practicum II	3 credits

Nursing Education (24 Credits)

<u>NSG 500</u>	Advanced Health Assessment	3 credits
<u>NSG 530</u>	Pathophysiology for Advanced Practice	3 credits
<u>NSG 533</u>	Pharmacotherapeutics for Advanced Practice Nursing	3 credits
<u>NSG 540</u>	The Nursing Curriculum: Development and Implementation	3 credits
<u>NSG 541</u>	Teaching Methodologies and Strategies in Nursing	3 credits
<u>NSG 542</u>	Evaluation in Nursing Education	3 credits
<u>NSG 544</u>	Clinical Practice in Education I	3 credits
<u>NSG 545</u>	Clinical Practice in Education II	3 credits

*To meet this requirement students must take N 533 or have completed a 3-credit advanced pharmacotherapeutics course within the past five years. Courses completed prior to the five year limit must be accompanied by evidence of at least three hours of continuing education in advanced pharmacotherapeutics for each year surpassing the five-year limit.

POLICIES

ACADEMIC ADVISEMENT

Each student is assigned an academic advisor who is faculty in the Graduate Program. Students are responsible for contacting the Advisor with any academic issues encountered. The Advisor is responsible for timely responses to the student and for providing guidance with meeting program requirements. The student and advisor can collaborate and develop a plan to meet the student's individual learning needs.

ACADEMIC INTEGRITY

Statement on Intellectual Responsibility and Plagiarism

At Wilkes the faculty and the entire University community share a deep commitment to academic honesty and integrity. The following are considered to be serious violations and will not be tolerated:

1. Plagiarism: the use of another's ideas, programs, or words without proper acknowledgement
2. Collusion: improper collaboration with another in preparing assignments, computer programs, or in taking examinations
3. Cheating: giving improper aid to another, or receiving such aid from another, or from some other source.

Instructors are expected to report violations to both the Dean of Students and the Provost. Penalties for violations may range from failure in the particular assignment, program, or test, to failure for the course. The instructor may also refer the case for disposition to the Student Affairs Cabinet. The academic sanctions imposed are the purview of the Faculty; the Student Affairs Cabinet determines disciplinary sanctions.

The appeal of a failing grade for academic dishonesty will follow the academic grievance policy. The appeal of a disciplinary sanction will follow the disciplinary action policy. Students assume the responsibility for providing original work in their courses without plagiarizing.

According to the seventh edition of the *Little, Brown Handbook*, plagiarism "is the presentation of someone else's ideas or words as your own" (578). Similarly, the seventh edition of the *MLA Handbook for Writers of Research Papers* states, "using another person's ideas, information, or expressions without acknowledgement of that person's work constitutes intellectual theft. Passing off another person's ideas, information, or expressions as your own to gain an advantage constitutes fraud" (26). Academic writing assignments that require the use of outside sources generally are not intended to teach students to assemble a collection of ideas and quotes, but rather to synthesize the ideas they find elsewhere in order to construct new knowledge for themselves. This process requires a higher level of thinking than some students may have been trained to engage in, and inexperienced writers may be sorely tempted to copy wording they feel inadequate to improve or even restate. Plagiarism is a serious issue that violates most people's sense of property rights, honest representation, and fairness.

The University considers the following as three separate forms of plagiarism:

Deliberate plagiarism - centers on the issue of intent. If students deliberately claim another's language, ideas, or other intellectual or creative work as their own, they are engaged in a form of intellectual theft. This is not tolerated in academic, business, and professional communities, and confirmed instances of plagiarism usually result in serious consequences. Similarly, submitting the work of another person or submitting a paper purchased from another person or agency is a clear case of intentional plagiarism for which students will be subject to the severest penalties.

Unintentional plagiarism - often results from misunderstanding conventional documentation, oversight, or inattentive scholarship. Unintentional plagiarism can include forgetting to give authors credit for their ideas, transcribing from poor notes, and even omitting relevant punctuation marks.

Self-plagiarism - occurs when students submit papers presented for another course, whether for the English department or another department or school. Students may submit papers for more than one course only if all instructors involved grant permission for such simultaneous or recycled submissions.

Penalties for plagiarism may range from failure for the particular assignment to failure for the course. In accordance with the academic grievance procedures of Wilkes University, cases of plagiarism will be addressed first by the instructor. Any appeal by the student should be directed to the department chairperson. Students can avoid plagiarizing by carefully organizing and documenting materials gathered during the research process. Notes attached to these materials, whether in the form of informal notes, photocopied articles, or printouts of electronic sources, should carefully identify the origin of the information. Such attention to detail at every stage of the process will ensure an accurate bibliography that documents all the outside sources consulted and used. Students should follow these general principles when incorporating the ideas and words of others into their writing:

1. The exact language of another person (whether a single distinctive word, phrase, sentence, or paragraph) must be identified as a direct quotation and must be provided with a specific acknowledgment of the source of the quoted matter.
2. Paraphrases and summaries of the language and ideas of another person must be clearly restated in the author's own words, not those of the original source, and must be provided with a specific acknowledgment of the source of the paraphrased or summarized matter.
3. All visual media, including graphs, tables, illustrations, raw data, audio and digital material, are covered by the notion of intellectual property and, like print sources, must be provided with a specific acknowledgment of the source.
4. Sources must be acknowledged using the systematic documentation method required by the instructor for specific assignments and courses.
5. As a general rule, when in doubt, provide acknowledgment for all borrowed material.

Different disciplines use different documentation methods; therefore, students should consult instructors about the correct use of the appropriate documentation style. Style manuals detailing correct forms for acknowledging sources are available in the Farley Library, at the Writing

Center, and at the college bookstore. Additional resources and guidance in the correct use of sources can be obtained at the Writing Center and from individual instructors.

The penalties for plagiarism, either purposeful or incidental, may be severe. Several internet sites provide examples of plagiarism issues, as well as ways to avoid plagiarism. All students enrolled in Graduate courses within the Wilkes University School of Nursing are required to demonstrate an understanding of plagiarism. The School of Education at Indiana University Bloomington offers an online tutorial (<https://www.indiana.edu/~istd/>) which will assist you in identifying plagiarism. Please review the tutorial, take the exam, and submit the certificate as confirmation of completion. The certificate must be submitted to the Graduate Program Coordinator and may be faxed to (570) 408-7807 or emailed as a .pdf file to william.miller7@wilkes.edu.

ACADEMIC STANDING AND DISMISSAL

In order for a student to maintain good academic standing in graduate programs, the student must maintain a GPA of 3.0 or higher at and after the point of completing 10 credits in his/her respective program. The 10 credit probationary allowance provides a student the opportunity to demonstrate his/her academic ability. After completing 10 credits, a graduate student whose GPA drops below a 3.0 will be dismissed from his/her respective program. Students who are dismissed may retake a course or courses as a non-degree student, which provides for the opportunity to replace one or more of their deficient grades. If the student is successful in moving his/her GPA above the 3.0 level, he/she may re-apply for acceptance into his/her program.

Only courses with grades below a 3.0 may be taken for grade replacement. If a student elects to take a course for grade replacement, the higher grade earned will be counted in the calculation of the GPA. For example, if a student earns a 2.0 and replaces the grade and earns a 2.5, the higher grade (2.5) would be used in the GPA calculation. Courses may be repeated for grade replacement only one time. Students must meet all degree requirements in addition to maintaining an acceptable GPA. A student who is dismissed from the graduate program may request a review of the case by the Faculty Committee on Graduate Studies. The request should be submitted in written form to the Dean of the College of Graduate and Professional Studies.

Applicants may be admitted to the School of Nursing Graduate Program in one of the following categories:

Regular Admission

Applicants are admitted under this category when they have satisfied all of the admissions criteria of the department or program in which they wish to enroll for graduate studies.

Conditional Admission

Applicants are admitted under this category when they have a marginal undergraduate record. Applicants will be permitted to take a maximum of six graduate credits in this admission category. Upon completion of six graduate credits, a conditionally admitted student will either be admitted or denied admission into the graduate program based on his/her performance.

Provisional Admission

Applicants, who do not meet all of the criteria for Regular Admission, but show reasonable promise for success in graduate studies, may be admitted provisionally.

Non Degree Students

Students may apply for admission and register as special non-degree students. They must complete the Application for Admission form, check status desired (special non-degree) and pay the application fee. Non-degree students can accumulate up to 6 credits for a master's program and up to 9 credits for the DNP program. Upon completion of the credits, students must declare their intention to change their status to degree candidate or their right to register for courses will be revoked. Students must obtain a 3.0 in each non-degree graduate course taken in order to be considered for admission into a graduate program. This option is not available to international students.

CLINICAL PRACTICE HOURS

The student is responsible to arrange for all clinical experiences. A preceptor from a practice setting that promotes attainment of course objectives should be identified by the student. The preceptor must have a graduate degree in an appropriate healthcare discipline. After approval is received by the Graduate Curriculum Committee in the School of Nursing, clinical arrangements are coordinated through the Director of Experiential Learning prior to the semester in which the experience will be conducted. The student will provide the preceptor's required documents to the Director of Experiential Learning. It is the student's responsibility to meet any agency requirements related to the practicum experience (physical examination, child abuse clearance, criminal history, immunizations etc.).

The DNP program requires completion of a total of 1000 hours of practice experience conducted in the practicum and scholarly project courses beyond the bachelor's level of nursing education. Advanced practice nursing students (CNS, NP, Nurse Midwife, NA) are credited with hours from their master's program in nursing. Students entering the program with greater than 1000 clinical hours may be required to complete additional clinical hours as needed to meet program objectives for completing the scholarly project. Validation of those hours is provided by official transcript or a letter describing the number of practicum hours.

Students in the master's program complete clinical hours according to the concentration chosen. These clinical hours can be applied towards the 1000 clinical hours required for completion of the DNP.

COURSE ATTENDANCE

Students are expected to participate in online classes from the first day of each semester. A student unable to meet course requirements for a specific online course is expected to notify the instructor as soon as the student is aware of the potential conflict. The student's grade will reflect incomplete work for the week if communication was not initiated with the faculty member. It is the discretion of the faculty member in each course to determine what concessions would be provided to the student for each unit.

COURSE TECHNOLOGY INTEGRATION

Students are responsible for the compatibility of their computer systems with the Wilkes University online learning system.

Required Hardware: To access e-learning courses, a multimedia-class computer with Internet connectivity is required. To find about more specific requirements (for PCs and Macs) review Wilkes University's Technical Support Pages on the myWilkes Portal.

Required Software: Please consult Wilkes University's Technical Support Pages on the myWilkes Portal for information about specific Internet browsers. If you are unsure what Internet browser version you are running and which plug-ins or ancillary players are currently installed on your computer, visit the Browser Tester. The following software applications are necessary for this course: Word, Excel, and PowerPoint, access to either Windows Media Player or QuickTime.

See IT Help Desk in the Graduate Student Services of this handbook for more information.

EXPECTATIONS OF ONLINE STUDENTS

- Computer hardware is setup and required software is installed
- Student has completed the Wilkes University orientation program for on-line students
- Student will notify the course instructor of any disabilities, or specialized learning needs in the first week of class or as needs arise
- Student will assume a self-motivated, independent and engaged learning role.
- Student are expected to meet course deadlines
- Student will have access to the on-line syllabus and should refer to it throughout the semester
- Student will comply with the Wilkes University Academic Integrity Policy at all times.
- Student will respects copyrighted course materials and will use them within accepted guidelines
- Student practices good Netiquette throughout each course
- Student will maintain confidentiality regarding information communicated regarding patients, employers and other students.
- Student has the responsibility to obtain course work missed due to interruption in internet service or technology failure and assignment deadlines will not be extended due to same.

GRADES

The following structure is applied to grading for graduate work:

- 4.0=A Academic achievement of superior quality
- 3.5=B+ Academic achievement of good quality
- 3.0=B Academic achievement of acceptable quality in meeting graduation requirements
- 2.5=C+ Academic achievement below the average required for graduation
- 2.0=C Academic achievement below the average required for graduation
- 0.0=F Failure. No graduate course credit.

A grade of “X” indicates assigned work yet to be completed in a given course. Except in thesis work, grades of “X” must be removed through satisfactory completion of all course work no later than four weeks after the end of the final examination period of the semester in which the “X” grade was recorded. Failure to complete required work within this time period will result in the conversion of the grade to 0. An extension of the time allowed for the completion of work should be endorsed by the instructor in the form of a written statement and submitted to the Registrar.

Students who have a clear and justifiable grievance with reference to a grade should first seek resolution with the instructor and, subsequently, with the Director of the Graduate Programs. It is expected that they will consult with the faculty member in an effort to resolve the dispute.

If satisfaction cannot be obtained, the student has the right to appeal to the Dean of the College of Graduate and Professional Studies. The appeal must be made by the end of the fourth week of the subsequent fall, spring, or summer trimester. This information is available in the Graduate Handbook.

GRADUATION REQUIREMENTS

The number of years students in the graduate program have to complete the requirements varies according to program of study. From the date of matriculation, BS-DNP students have 8 years and Post-master’s DNP students and master’s students have 6 years. Full time study (9 or more credit hours per semester) and part time study (3-6 credit hours per semester) are available to students across program concentrations. The expectation is that students will commit to continuous enrollment. Students enrolled who have not been granted a leave of absence by the Director of the Graduate Program must register for fall, spring, and summer semesters until all degree requirements are complete.

All master’s and DNP students must successfully complete the Scholarly Project prior to graduation. Master’s students take one 3-credit course, while DNP students are allotted 6 credits over 2 semesters for Scholarly completion.

Students are eligible for Graduation at the completion of course requirements outlined above. It is the responsibility of the graduate student to sign up for a graduation audit no later than ninety days prior to the date of the Commencement Exercise at which the student expects to be graduated. This is done by registering for GRD-000-B during the beginning of the final term before graduation.

When registration is completed, students may call or write to the Graduate Studies Office or Student Services Office to notify of intent to graduate. A completed file and acceptance into a graduate program are required for graduation. Transfer credits (approval forms and official transcripts) must be received before each semester's graduation clearance deadline. Students changing their status from non-degree seeking to degree-seeking must do so at least a year prior to graduation.

Graduating students may participate in one of the two commencement exercises held over the calendar year. These exercises occur in May and September of each year. Diplomas given during September ceremonies will always be dated as the fourth Saturday in August. There is no commencement ceremony in January, although graduations are still processed for the fall term.

LEAVE OF ABSENCE

It is recommended that a student who is unable to continue graduate degree studies for more than two consecutive semesters (including summer semesters) consider a program-approved leave of absence. Students must be in good academic standing in order to be granted a leave of absence. Requests for leaves of absence must be made in writing to the Director of the Graduate Program and should be requested at least 60 days prior to the semester in which it will take effect. If approved, the Director of the Graduate Program will forward the request to the Associate Dean of the School of Nursing. The maximum additional time permitted through any combination of leaves of absence is two calendar years.

A student returning from a semester of leave must contact the Director of the Graduate Program at least 60 days prior to when he/she intends to return. Students who exceed the two year leave of absence limit or the limit on degree completion (see Graduation Requirements) will receive written notification of withdrawal from the university. If the student was in good academic standing he/she may reapply to the university at a future date.

RESIDENCY

An on campus Residency is required for students taking N500, Advanced Health Assessment. Demonstration to faculty of competency with health history and physical examination skills is a course requirement. A student will not receive a course grade without completing the Residency requirement.

SCHOLARLY PROJECT

Students in the graduate program are required to complete a scholarly project that demonstrates mastery of theoretical content through analysis and synthesis. Scholarly Project oversight is provided by a faculty member chosen by the student. The final project is presented to the Scholarly Project Committee via web cam or onsite at the university. Students who are unable to complete their Scholarly Project in the required timeframe must continue to register for 1 billable credit hour per each Fall and Spring semester.

The DNP Scholarly Project validates that candidates have achieved competency in *The Essentials of Doctoral Education for Advanced Nursing Practice* through the application of research and clinical implementation. The Scholarly Project is 6 credits and completion is over the last 2 semesters of the program. The final project will be submitted as a manuscript for publication.

The Master Program's Scholarly Project validates that candidates have achieved competency in *The Essentials of Master's Education for Advanced Practice Nursing* through the translation of research. The Scholarly Project is 3 credits and completion is the last semester of the program.

STUDENT CONDUCT

Graduate students are obligated to observe the regulations governing all Wilkes University students relative to:

1. Academic honesty and integrity;
2. Respect for the rights of others relative to their safety, welfare, and educational commitments; and
3. The safety and security of the entire community.

Any disciplinary cases arising from a lack of observance of these regulations will be adjudicated by the Dean of the College of Graduate and Professional Studies and the Office of Student Affairs. Appeals from the decisions of this Committee may be made in written form to the Dean of the College of Graduate and Professional Studies.

SEXUAL HARRASSMENT AND POLICY STATEMENT

Wilkes University reaffirms the principle that its students, faculty, and staff have a right to be free from sex discrimination in the form of sexual harassment by any member of the University community.

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational achievement,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or educational decisions and evaluations affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

While sexual harassment most often occurs where a power differential exists between people, this policy also recognizes that sexual harassment may occur between people of the same status, i.e., student to student, faculty to faculty; staff to staff. Sexual Harassment is any unwanted and/or repeated action, verbal or behavioral, which may be considered inappropriate, offensive, or objectionable to the recipient. Harassment due to a person's gender or sexual/affectual preference is similarly prohibited under this policy. Sexual Harassment may cause the recipient discomfort or humiliation which may interfere with the recipient's education or job performance.

If you feel you are a victim of sexual harassment the following actions are suggested.

1. Say "no" to the offender. Make it perfectly clear that you do not approve;
2. Keep a record of the harassment, being certain to include the date, time and place;
3. Save any applicable evidence: "love notes," messages, etc.;
4. Be certain to note if there are any witnesses; and
5. Consult with an advocate.

The University has designated individuals to serve as advocates on behalf of an individual wishing to make a claim of sexual harassment. Individuals wishing to make a claim should

contact one of the following advocates: 1) Director of Human Resources Development; 2) Associate Dean or Dean of Students; and 3) the Director of the University Health Services.

TRANSFER OF CREDITS

A maximum of 6 credits of graduate work done at another accredited university or college may be applied toward the requirements for a master's degree, and a total of 12 credits may be applied to the DNP for post-master's work. There is no exception to this policy. Acceptance into a graduate program is necessary before credits can be considered for transfer.

Wilkes University does not transfer credits for 1) courses titled as workshops; 2) other courses that are determined not to meet academically rigorous standards; 3) courses that do not align with the goals and objectives of existing Wilkes courses; or 4) courses taken as Pass-Fail, unless the "Pass" can be substantiated by the former institution as being a grade of B (3.0) or better.

A Transfer Credit Form must be submitted and an official transcript provided in order for credits to be transferred. Approval for any transferred credits toward a degree program must be granted by the Director of the Graduate Program. Transferred academic work must have been completed within six years prior to the date of admission to the graduate program at Wilkes, with a grade of B (3.0) or better. Grades earned in transferred courses are not included in the computation of the cumulative grade point average at the University.

Current Wilkes graduate students who seek to take a graduate course at another accredited university or college and transfer the credits back to the University must complete a Pre-Approval Form prior to registering for the course. An official transcript must be requested from the other institution as soon as it is available and sent to the Graduate and Professional Studies Office. All completed forms for transfer of credits should be submitted to the Graduate and Professional Studies Office.

A student cannot be approved for graduation until all transfer credits are approved by the program director, an official transcript has been received at Wilkes from the institution granting the credit, and the approved transfer credits are posted to the Wilkes University transcript. All paperwork must be received prior to each semester's Wilkes graduation clearance deadline.

WITHDRAWAL

A student may withdraw from a course during the first three weeks of the semester by informing the instructor, completing a withdrawal form that is co-signed by the student and the student's advisor, and returning the signed form to the Student Services Office within the first three weeks of the semester. A student may withdraw from a course from the end of the third week through the tenth week only with the approval of both the instructor and the student's advisor. (The completed form must be returned to the Student Services Office by the end of the eighth week.) Thereafter, a student may withdraw from a course only for serious circumstances, as determined by the Director of the Graduate Program in consultation with the instructor and the Graduate Studies Office. A mark of "W" indicates an authorized withdrawal from the course. Students are advised that withdrawing from a course(s) may have financial implications.

Students who withdraw from the University or from specific classes during the semester will be entitled to an adjustment of tuition and fees. Before a refund will be processed and released by the Controller's Office, there must be an official withdrawal form or written request on file at the Registrar's Office. The date of official withdrawal will be determined by the date the notification is given to the Student Services Office.

It is the student's responsibility to initiate withdrawal from a course by obtaining the withdrawal form from the Student Services Office, having it signed by the appropriate personnel, and returning it to the Student Services Office within the three- or eight-week period. A grade of "0" is assigned by the instructor and recorded for all courses in which no official withdrawal, as specified above, has been completed by the student.

"W" is not a grade; it does not constitute a reflection of academic performance within a course. The appropriate grade for academic performance below the minimum standard for course credit is "0."

A "W" granted during the first three weeks reflects a decision on the part of the student, after consultation with the instructor and advisor, not to be enrolled in a course. A "W" granted during the remainder of the course constitutes recognition and agreement by the student, instructor, and advisor, that, due to some extraordinary circumstances beyond the student's control, enrollment in that course is not possible or feasible. Fear of receiving a low grade does not constitute an extraordinary circumstance.

STUDENT SERVICES

DISABILITY / DISABILITY SUPPORT SERVICES

To meet the needs of our students with disabilities and to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Title II, 1992, Wilkes University maintains reasonable accommodations within classrooms and residence halls for students with physical and learning disabilities. Such accommodations are made, whenever reasonably possible, to allow students with disabilities to undertake tasks essential to their programs of instruction. Services for students with disabilities are coordinated by the Office of Student Affairs and University College in cooperation with Health Services, the University Learning Center, Registrar's Office, and Office of Campus Counseling.

Students who have a specific permanent disability or a temporary disability are encouraged to seek the assistance of personnel in these offices. Documentation of a learning disability is required for all students requesting specific accommodations, and assessment must have been completed during the past two years by a psycho-educational specialist. Identification and documentation of a disabling condition is the sole responsibility of the students. If testing is completed off campus, the test results must be furnished to University College in Conyngham Hall. Once a student receives certification, an individual academic support plan will be developed. Once certified as eligible to receive accommodations, students must request specific accommodations at the start of each semester.

FINANCIAL AID RESOURCES

Unlike undergraduate students, graduate students are far more limited in the choices available to them to finance their education. Options for graduate students at Wilkes include the following:

- Self-pay private loans
- Government subsidized loans (STAFFORDS or GRAD PLUS)
- Employer reimbursement
- Veteran's Administration
- Scholarships (very limited and vary by program)
 - at Wilkes
 - from private agencies or foundations
- Graduate Assistantships

Each of the options above have individual ways of being created. All requisite paperwork can be found on the Wilkes portal or My Wilkes.

IT HELP DESK

Wilkes University IT offers 24/7 computer support to students on- and off-campus through its Help Desk.

You can call the Help Desk on-campus by dialing xHELP (x4357) or off-campus using the toll-free number 1-866-264-1462. To better assist you, please be in front of a computer when you call and have your WIN if you are having access problems. If the Help Desk technician is not able to

resolve your issue on the initial call, he or she will have a second-tier technician contact you to help assist in resolving your technology support issue.

LIBRARY

The Eugene S. Farley Library is named in honor of the first President of Wilkes University. It is one of the largest resource libraries in the region and includes:

- More than 200,000 volumes of books and bound journals;
- Over 400 current journal and newspaper subscriptions;
- More than 10,000 full text online journals; microforms, instructional audio-visual materials;
- Growing collection of classic films on DVD;
- Fine collections in English and American literature, history, the sciences and mathematics; and
- Sizable collections in other academic disciplines reflected in the University curriculum.

Online databases, evidence-based practice resources, e-books, e-journals, drug information, research tutorials and other electronic resources of special interest to nursing can be found at <http://www.wilkes.edu> and clicking on the quick links to the library. Databases included PubMed, Ovid, MEDLINE, CINAHL, PsychArticles, The Cochrane Library of Systematic Reviews, DynaMed and many others. The **Library Instruction** link will take you to the online tutorials, and clicking on **Libguides** will allow you to access the nursing specific resources.

Research assistance is always available from a Farley Library Librarian. Their contact information can be found on the Farley Library web page. Library services are available online 24/7 at <http://www.wilkes.edu/library> and the MyWilkes Library page. Telephone: (570) 408-4250

WRITING CENTER

The Writing Center, located in the Farley Library's Alden Learning Commons, is a resource for all members of the Wilkes community. Students, faculty, and staff may use the Writing Center free of charge on a drop-in, referral, or appointment basis. The Center's staff is composed of experienced undergraduate writers, majoring in various disciplines, who assist writers working on projects from content areas across the curriculum. Our consultants do not accept papers dropped off for copy editing but instead engage in one-to-dialog with clients about their writing. They can offer strategies for generating ideas, establishing a focus, finding an authorial voice, revising, and final editing for mechanics and grammar. Clients may also take advantage of handouts from the Writer's Wall and the Writing Center's library of print resources, including a variety of readers, reference materials, handbooks, and style sheets. Much of this material, as well as links to recommended internet sites, can be found on the Center's web page: www.wilkes.edu/resources/writing/default.

The Writing Center is open weekdays during the hours posted on the web site. Appointments may be made by calling extension x2753 or by dropping by the Center. In addition, writers who cannot physically come to the Center may submit texts online at <http://www.wilkes.edu/pages/766.asp>. Clients can expect a response within forty-eight hours of the time of submission. For additional information, please contact the Director of the Writing Center at x4514.

CONFIRMATION OF GRADUATE STUDENT HANDBOOK

Each student is responsible for reviewing yearly the Graduate Student Handbook from the School of Nursing at Wilkes University. Student signature indicates the student has reviewed the handbook online, has no further questions on the policies, and agrees to all stated policies. Students are responsible for staying informed on any changes that occur to course syllabi or other new information during the year.

Student Printed Name:

Student Signature (printed name accepted as signature):

Date Signed:

Student Handbook Year:

A copy will be kept on file.

Please submit this form electronically to william.miller7@wilkes.edu.