FranklinPierce
UNIVERSITY

DEPARTMENT OF NURSING EDUCATION
Nursing Student Handbook

Department of Nursing Education Vision

"To become a center for nursing education excellence preparing professional nurses who are leaders in practice, education, and administration in all health care settings in the local and global community."

The information provided in this handbook is not intended to replace Franklin Pierce University policies and procedures and is intended as a guide for student use only. Whenever a question or concern is raised, students should seek information from their advisor.

Published 2007
Rev. 08, 09, 1/12, 6/13, 9/14, 10/15, 1/16, 11/16, 8/17

Welcome!

On behalf of the faculty and staff of the Department of Nursing Education, welcome to Franklin Pierce University and the nursing program. We hope that you will have a gratifying, scholarly journey as a nursing student here at Franklin Pierce University.

This handbook contains valuable information to facilitate your achievement of academic and professional excellence as a nursing student. Please use this handbook as a reference throughout your nursing education. It is a supplement to the University's Academic Catalog. This handbook has been prepared to provide you with specific information related to our nursing programs. *All information contained in this handbook is subject to change. Students will be notified if changes occur.*

There are many sources for important information about schedules, policies, and events located on the Franklin Pierce University website and the Department of Nursing websites. Please take the time to review the websites available to you.

The **Academic Catalog** is available online. The catalog includes information about all academic programs, course descriptions, academic policies, information about financial aid and scholarships, and faculty and staff directories. The online catalog can be found at the following link:
http://www.franklinpierce.edu/academics/ugrad/catalog.htm.

The nursing faculty values a supportive environment for learning which involves the notion of empowerment and enables each student to discover and fulfill his or her own unique potential. Our goal is to provide an environment in which you will be supported and encouraged to meet your educational goals and reach your full potential. Please take time to let us know what we can do to help you succeed.

The Department of Nursing Education is located at Franklin Pierce University's Portsmouth, NH campus. Students and prospective students are welcome to meet the department faculty and staff. The Portsmouth Center of Franklin Pierce University is located at 119 International Drive, Portsmouth, NH 03801.

We look forward to working with you during your time studying with us, our hope is that your experiences in the College of Graduate and Professional Studies and the Department of Nursing Education will be challenging and rewarding.

Respectfully,

The Department of Nursing Education Programs
Franklin Pierce University- Portsmouth Campus
119 International Drive
Portsmouth, NH 03801
(Ph): 603-433-2000
(F): 603-431-7269

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Franklin Pierce University
The College at Rindge
40 University Drive
Rindge, New Hampshire 03461
603-899-4000
www.franklinpierce.edu

University President	**Provost**
Kim Mooney, Ph.D.	James DuMond, Ph.D.

Accreditation Status- Franklin Pierce University

Initial Accreditation:	1968, Full Accreditation
Accrediting Agency:	New England Association of Schools and College, Inc.
Current Accreditation Status:	Full Accreditation
Next comprehensive review:	Fall 2018

Mission- Franklin Pierce University
Franklin Pierce University embraces an education that matters: one that achieves academic success through the integration of liberal arts and professional programs. Our community of educators and learners creates an environment that fosters intellectual curiosity and encourages experiential and applied learning. A Franklin Pierce experience enables each student to discover and fulfill his or her own unique potential. We prepare students to become confident, knowledgeable individuals and leaders of conscience.

College of Graduate and Professional Studies (CGPS)
670 North Commercial Street
Center Tower, Second Floor, Suite 301
Manchester, NH 03101
Telephone: 603-626-4972

Dean, College of Graduate and Professional Studies

Maria R. Altobello, M.B.A., A.L.M., Ed.D.

Mission-CGPS-Graduate Studies
The mission of Graduate Studies is to graduate leaders of conscience within its professional disciplines who display high-level skills in critical thinking, professional skills and community involvement and are prepared to assume roles of responsibility within organizations and the community. Through the integration of theory and practice, graduates bring a state-of-the art knowledge base to their professional lives along with skills in continuous learning which keeps them in the forefront of their professional discipline. Within the context of work, family and community, graduates promote character development and embody the character of a well-educated person.

<u>Department of Nursing Education</u>
119 International Drive
Portsmouth, NH 03801
603-433-2000
Fax: 603-431-7269

Director of Nursing Education
Program Director, Paula McWilliam, Ed.D, MSN

Full-Time Faculty
Joyce O'Reilly, MSN, RN
Narra Martineau, MSN, RN
Wendy Varnum, MSN, RN

Full-Time Staff
Program Coordinator

Accreditation Status- Department of Nursing Education
The RN to BS nursing program is accredited by the Accreditation Commission for Education in Nursing Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326,
Phone: (404) 975-5000.
www.acenursing.org

The Master of Science in nursing program is accredited by the Accreditation Commission for Education in Nursing Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326,
Phone: (404) 975-5000.
www.acenursing.org

RN to BS in Nursing Mission
The RN to BS in Nursing Program is committed to preparing registered nurses as ethical leaders in the 21st century delivering innovative, evidence based patient-centered care. Graduates are competent and caring nurses who make sound clinical judgments, communicate effectively, and assume leadership and advocacy roles. We prepare graduates to promote the health and well-being of diverse individuals, families, communities, populations, and systems.

Department of Nursing Education Philosophy
The nursing faculty believes the development of a caring, and holistic awareness of one's self and patients is integral to the experience of nursing and a fundamental quality of a leader. Adult learning involves the creation of understanding and appreciation for knowing within a context of value and meaning. The Department of Nursing Education provides a supportive and respectful learning environment, which fosters life-long learning, discovery, reflective practice, and enables each student to fulfill his or her own potential.

Master of Science in Nursing Mission
The Master of Science in Nursing (MSN) program is committed to preparing ethical "*leaders of conscience*" who demonstrate high level critical thinking, professional role skills in nursing education and nursing leadership, and who make significant contributions to the local and global communities. Graduates are

leaders in diverse health care arenas who effect improvements in patient outcomes through education of health care workers and leadership in health care delivery systems. The curriculum is rooted in the

generation, evaluation, and utilization of evidence to support practices in nursing education and leadership. Graduates are prepared to utilize scholarly inquiry to provide evidence-based health care.

Memberships-Department of Nursing
The Department of Nursing Education is a current member of the National League for Nursing (NLN).

Department Committees-Student Representation
The Department of Nursing Education seeks student representation on various department committees. Students are solicited in August for the upcoming academic year. Terms can be renewed for an additional year.

Student representatives will serve on the following committees:
- ☐ Nursing Advisory Committee
- ☐ RN-BS Curriculum Committee
- ☐ MSN Curriculum Committee
- ☐ Monthly Faculty Committee Meetings

Section II: ACADEMIC RESOURCES

Academic Calendar
The academic calendars can be accessed on the Franklin Pierce University website:
http://www.franklinpierce.edu/academics/academic_calendar.htm

RN-BS Students
Follow the "*College of Graduate & Professional Studies- Undergraduate Adult Studies* Calendar.

MSN Students
Follow the "*College of Graduate & Professional Studies- Graduate Studies* Calendar.

Accessing Courses
Franklin Pierce University students will use Canvas learning system to access and participate in courses.

Logging into Course
Students will access course materials through Canvas learning system. Student's Canvas login information is the same login information student's use to access their FPU student e-mail account. Student login information will be sent to students in the mail once they are accepted into their respective programs.

Students can access Canvas by following the link below:
https://franklinpierce.instructure.com/login/ldap

Technical Support
If you experience technical difficulties with your course at any time, 24/7, please contact the Canvas helpdesk at 866-443-0656 or 24/7 Online Support using the Live Chat with Canvas Support at https://cases.canvaslms.com/apex/liveagentchat.

Bookstore
Telephone: (603-899-4090). You can order your books online at www.franklinpierce.bkstr.com.
Order books early to ensure you have your books by the first day of class. Once you enter the website, you will need to provide the following information;
- ☐ Select your term
- ☐ Select your department (NR=nursing)
- ☐ Choose your book

*Note: The books are usually made available to order approximately two (2) weeks before the class starts. If you do not see your term/class, this is the reason why. If you get a message to "contact the bookstore" please do this as soon as possible – your book can be ordered one-day overnight.

CampusWeb
Students have access to the University's online system, CampusWeb, which allows instant access to course schedules, grade reports, unofficial transcripts, tuition payments and advising worksheets.

Students can access CampusWeb using their user ID and password provided by the Registrar's Office. CampusWeb is available at https://campusweb.franklinpierce.edu/ics or by going to the University's intranet, eRaven, at http://eraven.franklinpierce.edu/ and following the link for CampusWeb on the lower right hand side.

*Important: Your user ID and password for your online courses are **the same** as your user ID and password for CampusWeb.

IT Help Desk: (866) 443-0656

Course Offerings
Course Schedules
For your convenience a tab to link directly to course schedules is located on the Nursing web pages.
> Undergraduate course schedules are located at:
> http://www.franklinpierce.edu/academics/ugrad_adult/schedules.htm
> Graduate course schedules are located at:
> http://www.franklinpierce.edu/academics/gradstudies/schedules.htm

Course Descriptions
Full course descriptions can be accessed from the *Academic Catalog* at
http://www.franklinpierce.edu/academics/ugrad/catalog.htm

Distance Education / Course Delivery Methods
The Department of Nursing attempts to be flexible and efficient in meeting the needs of the working professional nurse by offering different course delivery methods. This stems from an appreciation of the challenges that confront our adult learners every day as students, workers, and parent. The Department of Nursing defines distance education as a formal process in which instruction occurs when students and instructors are not in the same place.

Hybrid: courses are taught partially in the classroom and partially online. Students in the hybrid courses complete many of the course requirements online in a distance format. Undergraduate students in hybrid courses meet once a week in the classroom, while graduate students meet every other week.
*Hybrids will only be offered for hospital cohorts.

Online: courses are taught 100% online and course activities may be synchronous or asynchronous. Electronic technologies are used to facilitate interaction between students and teachers in order to accomplish course learning.

Email Accounts

Students are assigned Franklin Pierce University/CGPS email accounts for all school related communication including correspondence with online course instructors.

Changes in policies, procedures, and program information are conveyed to students electronically via individual Franklin Pierce University emails. All students must maintain a Franklin Pierce University email account and are expected to check the account daily per the requirements in FPU's Student Code of Conduct. Students are responsible for all information and materials submitted to their FPU student e-mail account.

The Franklin Pierce email address is the only email used to contact students. Faculty members are not responsible if critical messages are not received by a student due to failure to check their Franklin Pierce email account.

- New students will receive a letter from the Registrar's Office that will include a user ID, password and email address with instructions on how to access their email accounts.
- ☐ The address to access email is: http://connect.franklinpierce.edu/email.html

Library

The Franklin Pierce University Library is available at http://library.franklinpierce.edu
All students will use their Franklin Pierce email username and password to login to the library database. There is a webpage specifically for CGPS students with information related to accessing databases and borrowing materials. This webpage can be located at:
http://library.franklinpierce.edu/about/cgpslibinfo.html.

There are number of resources and databases available to students which can be accessed at: http://library.franklinpierce.edu/research/index.html. In addition there are several databases specifically for the nursing program. These databases can be accessed at: http://libguides.franklinpierce.edu/nursing.

Section II: POLICIES AND PROCEDURES

Student's Responsibility Regarding Policies and Procedures

It is the students' responsibility to be aware of all policies and procedures outlined in the *Academic Catalog* online at http://www.franklinpierce.edu/academics/ugrad/catalog.htm .

All nursing students are responsible for reading and understanding all policies and procedures outlined in the Nursing Student Handbook.

Academic Catalog

The Franklin Pierce University catalog in effect the year you became a matriculated student describes the course requirements, academic policies, and graduation prerequisites to which you are held. The University reserves the right to make substitutions for courses which are no longer offered. You will follow the program of study that was current in the year in which you matriculated.

Because catalogs are published at a particular moment in a changing environment, the University reserves the right to change any part and to make such changes retroactive for students currently enrolled.

Academic Appeals

Students wishing to appeal an academic sanction may do so in writing by following the process outline in the *"Appeals"* policy. This policy can be found in the *Academic Catalog* which is available online at: http://www.franklinpierce.edu/academics/ugrad/catalog.htm .

Academic Dishonesty

Plagiarism or Other Forms of Academic Dishonesty

Plagiarism is the act of stealing or passing as one's own the ideas or words of another. Diana Hacker identifies three specific acts that constitute plagiarism: "(1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks and (3) failing to put summaries and paraphrases in your own words" (Hacker, 359 and 418). Specifically, this includes: copying the words of another student from examinations, themes, term papers, or theses; copying the printed words or ideas of a writer without giving credit to the author; using, borrowing, stealing, presenting or downloading another student's ideas or writing and submitting such material as one's own work; or resubmitting work in whole or in part that has previously been submitted in another course, without permission from both current and former instructors.

Since plagiarism and other forms of cheating strike at the very heart of the academic enterprise, they are taken quite seriously at Franklin Pierce University.

First Offense

The minimum penalty for a first offense for all forms of cheating, including plagiarism, should be subject to the instructor's discretion, with mandatory placement of a documented record on file in the office of the appropriate Dean.

Second Offense

For a second offense of cheating, including plagiarism, the student will receive a non-deferrable suspension of one semester or term.

Third Offense

For a third offense of cheating, including plagiarism, the student will be dismissed from Franklin Pierce University. In any case discussed above, the ultimate discretion lies with the appropriate Dean. (Hacker, Diana. A Writer's Reference 6th edition. Boston: Bedford/St. Martin's Press, 2007.)

Policies for "*Plagiarism or Other Forms of Academic Dishonesty*" can be found in the *Academic Catalog* which is available online at: http://www.franklinpierce.edu/academics/ugrad/catalog.htm .

Academic Grievances

The "*Academic Grievances*" policy explains the procedure students pursue what they consider to be academic grievances against a faculty member. The procedure initially requires presentation of the grievance to the faculty member in writing and then moves through several steps involving the Director of the program offering the course, the Academic Standards Committee, and the Dean of the College. This policy can be found in the *Academic Catalog* which is available online at: http://www.franklinpierce.edu/academics/ugrad/catalog.htm .

Academic Standing and Satisfactory Academic Progress

The policies regarding *"Academic Standing"* and *"Satisfactory Academic Progress"* for both CGPS undergraduate and graduate students provide information regarding minimum grade point average to remain on good standing. A student with unsatisfactory academic progress will receive an academic sanction. Those sanctions include: **Warning**, **Probation**, **Suspension**, and **Dismissal**. The policies related to *"Academic Standing"* and *"Satisfactory Academic Progress"* can be found in the *Academic Catalog* which is available online at: http://www.franklinpierce.edu/academics/ugrad/catalog.htm .

Accommodation for Students with Disabilities

Students requesting accommodations based on specific disabilities should meet with the appropriate contact person early in the semester or term. In accordance with the Americans with Disabilities Act (A.D.A.), any student who presents appropriate documentation of a physical, learning or emotional disability in accordance with University policy will be provided with reasonable accommodations designed to meet his or her needs. Please refer to the "*Accommodation for Students with Disabilities*" policy which can be found in the *Academic Catalog* which is available online at: http://www.franklinpierce.edu/academics/ugrad/catalog.htm .

Add/Drop Policy

The add/drop period is the first week of classes (8 calendar days). Courses may be added and/or dropped during this period without additional charge. Individual courses dropped during the add/drop period do not appear on the student's transcript; there is no tuition charge for such courses. Tuition charges for the term are established based on one's course load at the end of the add/drop period. A course dropped after the end of the add/drop period becomes a withdrawal; see the section below for applicable policies. Requests to drop or add courses will not be accepted after the add/drop period.

Administrative Course Drop Policy

Students enrolled in a course will be expected to attend class during the add/drop period. If the course includes face-to-face sessions, attendance will be expected in person. If the course is online, attendance is demonstrated by login into the course. If the student is unable to attend for the term, s/he should minimally contact the staff.
Instructors are required to provide attendance information at the end of the first week of the term. If the student has not attended the class, logged into the course, or made contact with the University in the first week of the term, the staff will administratively drop the student from the non-attended class(es) for that term. Courses will be dropped the day after the last day of the add/drop period.

Advisors/Advising

Academic Advising is an important dimension of each student's educational experience. Advisors are available to answer questions about course registration, degree requirements and transfer credits. Our course schedule is established every spring for the entire academic year (September through August). New students are encouraged to meet with an advisor prior to registering.

All students are encouraged to maintain communication with their academic advisor via e-mail, telephone, or in person. Students are encouraged to register for courses as soon as registration opens for the following academic year. Undergraduate and graduate nursing advisors are located at the Portsmouth Center of Franklin Pierce University and can be reached at 603-433-2000.

CIT Waiver

RN-BS students who are proficient in computers can submit a request to waive the CIT course requirement. Students must submit the CIT waiver request and university waiver form in order to have the course waived. The waiver must be approved by the advisor, program director, and dean before it can be approved and processed by the Registrar's office. Students can obtain both forms directly from their academic advisor or online and **must submit the waiver prior to matriculation into their third course.** Students who do not meet the CIT wavier deadline will be required to take the course. **Please note:** if the student waives the CIT requirement, the student is still responsible for making up the three credits somewhere in their degree program.

Class Attendance - University

Attendance at all scheduled classes helps to insure successful completion of the course as well as provide you with the comprehensive knowledge needed to provide high quality nursing care. Failing to attend class does not relieve students of their financial obligation. Please be aware that logging into a class is proof of attendance. The University policy for "*Class Attendance*" can be found in the *Academic Catalog* which is available online at: http://www.franklinpierce.edu/academics/ugrad/catalog.htm .

Class Attendance- Department of Nursing Education

Department Nursing Education Attendance Policy: Students are required to participate in class discussions, both face-to-face and 100% online. Absences from face-to-face classes or lack of response to threaded discussion questions in online courses will be reflected in a student's course grade. For online classes, a student will be considered as having attended for the week if he or she has completed assignments (including threaded discussions) for that week and absent if he or he does not complete the weekly threaded discussion.

When a student is absent (at the discretion of the instructor)
- A maximum of 5 points for each week the student is absent may be deducted from the student's final course grade.
- ☐ The faculty may assign an alternate assignment. If the alternate assignment is not completed by the student, a maximum of 5 points may be deducted from the final course grade.

Guidance on Absenteeism:
- ☐ Regardless of the reason for the absence, students are responsible for learning what occurred in class and if an alternate assignment is required by course instructor.
- ☐ Students who anticipate missing one or more class periods should contact the instructor ahead of time, just as they should contact their instructor as soon as possible after an unexpected absence.

- ☐ It is advised that students who anticipate missing two or more classes in a term consult with the instructor prior to enrolling in a course.
- ☐ Course Instructors determine if work may be made up; the opportunity to make up work may be negotiated, but must be completed within the term.
- • If a student has extenuating circumstances that have made it difficult to make up the work during the term, an incomplete grade may be considered, and is at the instructor's discretion. Consideration of an incomplete grade will be in accordance with University policy.

Code of Conduct

The Department of Nursing Education endorses the Franklin Pierce University Code of Conduct for Students. Franklin Pierce University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not acceptable and will not be condoned by the University. Students involved in such activities are subject to serious disciplinary action. A link to this policy can be found on the Nursing website at:
http://www.franklinpierce.edu/academics/gradstudies/programs_of_study/CGPS_Code_of_Student_Conduct.pdf

Nursing Civility Statement

In addition to the Student Code of Conduct, all nursing students are required to abide by the Department of Nursing Education's civility statement. The Nursing Department civility says:

"It is the goal of Franklin Pierce University to encourage a climate of respect and inclusiveness that seeks multiple perspectives and supports the open exchange of ideas and civil discourse. This is only possible when we interact with one another in a safe and supportive learning environment.
To create a safe and respectful culture, we will not tolerate disrespectful or abusive speech and or disruptive behavior from individuals or groups. Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations."

Course Load

CGPS - Undergraduate Students
Students may enroll in up to two courses per term. Students with a cumulative grade point average of 3.25 or higher are allowed to enroll in up to three courses in a term. Students with a CGPA below 3.25 may enroll in three courses or more in a term only with prior approval from the Dean (or designee) of the College of Graduate & Professional Studies.

CGPS - Graduate Students
The customary graduate level full-time course load is two courses per term. Requests to take more than two courses per term must be made in writing to the Academic Director for approval.
This policy can be found in the Academic Catalog which is available online at:
http://www.franklinpierce.edu/academics/ugrad/catalog.htm .

Course Withdrawal

Failing to attend class does not relieve students of their financial obligation. *Please be aware that logging into a class is proof of attendance.* Disappearing from a course once you have logged in does not create an automatic drop or withdrawal. Students who do not officially drop or withdraw within the established time frames are financially responsible for outstanding tuition Please refer to the "*Class Attendance*" and "*Course Withdrawal*" policies which can be found in the *Academic Catalog* which is available online at: http://www.franklinpierce.edu/academics/ugrad/catalog.htm .

Financial Information

All students who are admitted and matriculated into a degree program at Franklin Pierce may apply for federal financial assistance. To begin this process, students must start off their financial aid enrollment at the beginning of each academic year financial aid as needed. Financial information and policies can be found on the financial aid website at:
http://www.franklinpierce.edu/admissions/finaid/index.htm

Financial information is also located in the *Academic Catalog* and online at:
http://www.franklinpierce.edu/academics/ugrad/catalog.htm .

For more information regarding financial aid or assistance, please contact Student Financial Services at 877-372-7347 or osfs@franklinpierce.edu.

Grading

Please refer to grading systems for your specific program.

CGPS Graduate Grading System

Grade	Definition	Quality Points	Score
A	Excellent	4.00	93-100
A-	Very Good	3.67	90-92.99
B+	Very Good	3.33	87-89.99
B	Satisfactory	3.00	83-86.99
B-	Satisfactory	2.67	80-82.99
C+	Unsatisfactory	2.33	77-79.99
C	Unsatisfactory	2.00	73-76.99
F	Failure	0.00	0-72.99

CGPS Undergraduate Grading System

Letter Grade	Numerical Value
A	96 or higher
A-	90 - 95
B+	87 - 89
	84 - 86
B-	80 - 83
C+	77 - 79
C	74 - 76
C-	70 - 73
D+	67 - 69
D	64 - 66
D-	60 - 63
F	59 or lower
I	Incomplete
AU	Audit (Not available for 100% online students)
WP	Instructor initiated withdrawal/Pass
WF	Instructor initiated withdrawal/Fail
AW	Administrative Withdrawal (done only by the Assistant or Associate Deans)

Instructors are not required to 'round' final grades, rounding up or down is at the discretion of the individual instructor

Grade Change
Once a grade has been submitted to the Office of the Registrar, that grade may be changed under very specific circumstances. Please refer to the "*Grade Change*" policy which can be found in the *Academic Catalog* which is available online at: http://www.franklinpierce.edu/academics/ugrad/catalog.htm .

Graduation and Commencement Participation
Graduation dates and information related to participation in the May Commencement Ceremony can be found under the "*Graduation*" and "*Commencement Participation*" policy which can be found in the *Academic Catalog* which is available online at: http://www.franklinpierce.edu/academics/ugrad/catalog.htm .

All students must submit a completed **Notice of Candidacy for Graduation (NOC)** form to the Registrar at least two months prior to the anticipated program completion. Students who wish to participate in May commencement should submit the NOC by March of the year they plan to participate, even if they are not completing the program until mid-summer. The RTG form is available on the registrar's webpage
http://eraven.franklinpierce.edu/s/dept/registrar/docs/CGPS%20Request%20to%20Graduate.pdf

Health Insurance Portability and Accountability Act (HIPAA)
All students must assume accountability and responsibility in all matters committed to their knowledge in the practice of nursing and must follow Rules and Regulations related to the HIPAA Act of 2003.

http://www.dol.gov/ebsa/newsroom/fshipaa.html

Incomplete Grades
A grade of Incomplete (I) may be given when the student has been prevented from completing a course as a result of illness, family tragedy, or other extenuating circumstances, at the instructor's discretion. The policy for "*Incomplete Grades*" can be found in the *Academic Catalog* which is available online
http://www.franklinpierce.edu/academics/ugrad/catalog.htm

Non-Traditional Credit

CLEP Program
Undergraduate students may earn credit through the College-Level Examination Program (CLEP). CLEP examinations must be taken within the first 18 months of a student's enrollment and matriculation at the University. The policy for "*Advanced Standing & Non-Traditional Credit*" can be found in the *Academic Catalog* which is available online at: http://www.franklinpierce.edu/academics/ugrad/catalog.htm .

National League for Nursing (NLN) Examinations
Students in the RN to BS program may earn credits for selected applied and basic sciences through the National League for Nursing Achievement Examination program (http://www.nln.org/testingservices/index.htm). NLN Achievement Tests are nationally standardized tests designed to measure achievement in selected areas of the nursing curriculum. NLN Achievement

Tests in the following areas have been approved for credit in the RN Baccalaureate program:
- Nutrition – 3 credits
- Anatomy & Physiology – 6 credits
- Microbiology – 3 credits.

The exam can be completed in lieu of completing a college course. See Department of Nursing Education's Program Coordinator for testing details, registration and procedures. The NLN exams are offered twice per academic year; once in September and once in January.

Prior Learning Assessment (PLA)
Prior Learning Assessment (PLA) is designed to help undergraduate students apply the knowledge they have accumulated through non-credit classroom, work-related, informal or self-study experience. It is important to recognize that credit is awarded for the acquired college-level learning and not for the experience itself.

When undergraduate students demonstrate college-level learning, credit may be awarded and applied toward graduation requirements. Undergraduate students will prepare a Prior Learning Portfolio demonstrating the acquired learning. Portfolios must be submitted before 87 credits are earned at Franklin Pierce University.

PLA students must be accepted into a matriculated program prior to submitting a PLA portfolio and are required to complete a PLA workshop that outlines the assessment process and the preparation of a portfolio. Undergraduate students who wish to submit a PLA portfolio for review must complete the mandatory PLA portfolio workshop prior to preparing their PLA portfolio.

The interdisciplinary Learning Assessment Review Board of Franklin Pierce University evaluates a portfolio with notification of credit normally awarded within 60 days. The fee or credit awarded varies depending upon the type of learning experiences being evaluated. A full outline of per credit charges can be found in the current PLA Student Handbook. The portfolio must be submitted within the first 18 months of a student's enrollment at the University.

Students may investigate the PLA process by participating in the PLA portfolio workshop. They should not proceed to compiling a PLA portfolio without meeting with their advisor. Audited Franklin Pierce courses may not count as PLA credit.

For more information about PLA and the application, please see the following link:
https://www.franklinpierce.edu/academics/ugrad_adult/credit_for_prior_learning.htm

*PLA is for undergraduate students only; PLA does not apply to graduate students.

Outstanding Nursing Student Award
The Outstanding Nursing Student award is granted to two graduating nursing students; one RN-BS graduate and one MSN graduate each academic year. The award is granted to nurses who excel academically and professionally as well nurses who volunteer and go above and beyond in service to their community. Outstanding nursing student recipients will be honored at the annual CGPS graduation reception held in May at the Manchester Center of Franklin Pierce University. Students can be self-nominated or nominated by faculty, students, colleagues or mentors.

For more information about the award, eligibility requirements and the application, please visit the following links:

> **Link on RN-BS Webpage:**
> http://www.franklinpierce.edu/academics/ugrad_adult/programs_of_study/Outstanding-Nursing-Student-Application-BNS.pdf

> **Link on the MSN Webpage:**
> http://www.franklinpierce.edu/academics/gradstudies/programs_of_study/master_science_nursing/Outstanding-Nursing-Student-Application-MSN.pdf

Reinstatement
Undergraduate students who remain inactive for twenty four consecutive months or more must receive the permission for reinstatement. Graduate students who remain inactive for twelve consecutive months or more must receive the permission for reinstatement. Refer to the "*Reinstatement*" policy which can be found in the *Academic Catalog* which is available online at:
http://www.franklinpierce.edu/academics/ugrad/catalog.htm .

Students with Academic Sanctions: see CGPS academic standing policy at
http://www.franklinpierce.edu/academics/ugrad/catalog.htm .

Refunds and Credit
Refer to the "*Add/Drop*" policy which can be found in the *Academic Catalog* which is available online at:
http://www.franklinpierce.edu/academics/ugrad/catalog.htm .

Student Surveys
It is important for students and alumni to be able to say they graduated from or are currently attending an accredited nursing program. In order for the RN-BS and MSN programs to remain accredited, the department is required to collect data from our students and alumni. This data is used to show students have achieved the program outcomes, student satisfaction, and employment after graduation and is also used to make program decisions/updates as needed. The Department of Nursing Education will collect four very important pieces of information from you:

> Exit Forms- Exit forms will be given to all students as a required assignment in their capstone courses (NR 490 for RN-BS and NR 690 for MSN). The purpose of the exit form is to provide the

university with contact information for you so we can later submit the alumni survey required for accreditation.

Exit Surveys- Exit surveys will be filled out in your capstone course (NR 490 for RN-BS and NR 690 for MSN). This survey will be a general program satisfaction survey where you will anonymously answer questions regarding your experience as a student at Franklin Pierce University as well as answer questions about your courses, course content, and your growth during the academic program.

Alumni Employment Surveys- Alumni surveys will be sent via e-mail 6 months to 12 months after you complete your program. Surveys will be e-mailed to the e-mail address the student provided on the exit form. Alumni surveys are anonymous and collect alumni data required for the continued accreditation process.

Time Limitation on Program Completion- Undergraduate Studies
Undergraduates enrolled in bachelor's degree programs may continue to work toward their degree under the requirements which were in effect at the time they matriculated, providing there have been no breaks of more than 24 consecutive months. Students who have a break of more than 24 consecutive months must complete an admissions application and meet the requirements of the catalog in effect at the time they re-enroll at Franklin Pierce. All students resuming coursework, whether that work is completed at Franklin Pierce or at another institution, are subject to the catalog in effect at the time they re-enroll. This catalog includes program curriculum for the degree as well as college administrative, academic and financial policies. Undergraduates who complete an associate's degree may continue on for a bachelor's degree and remain under the requirements of the catalog of their associate's degree, provided they do not have a break of more than 24 consecutive months.

Refer to the "*Time Limit*" policy which can be found in the *Academic Catalog* which is available online at: http://www.franklinpierce.edu/academics/ugrad/catalog.htm.

Time Limitation on Program Completion- Graduate Studies
Students are expected to complete all requirements for graduation within six years of enrolling in the graduate program. Students in good academic and financial standing who have a break of more than 12 consecutive months must complete an admissions application and meet the requirements of the catalog in effect at the time they re-enroll.

Refer to the "Time Limit" policy which can be found in the Academic Catalog which is available online at: http://www.franklinpierce.edu/academics/ugrad/catalog.htm.

Transfer Credit
RN-BS students may receive credit for courses previously taken at other regionally accredited institutions, provided they earn a grade of 'C' or better as defined by Franklin Pierce University. MSN students may receive credit for courses previously taken at other regionally accredited institutions, provided they earn a grade of 'B' or better as defined by Franklin Pierce University. The *"Transfer Credit"* policy can be found in the *Academic Catalog* which is available online at: http://www.franklinpierce.edu/academics/ugrad/catalog.htm .

Tuition
See the Franklin Pierce university website for current tuition rates and additional fees at: http://www.franklinpierce.edu/admissions/finaid/cgps/tuition_cgps.htm

*If you have questions regarding your student bill or payments, contact Student Financial Services at 877-372-7347.

MOU's (Discounts for Students Employed at Partner Facilities and Municipalities)
Franklin Pierce University has Memorandum of Understanding agreements with multiple facilities and municipalities which allows students to obtain a 15% tuition discount based on their employment with a company that has an agreement with the university. Students must submit documentation of proof of employment each term in order for the discount to be applied to their account. Students cannot back track tuition discounts as partnering facilities are added to this form at different times during the academic year. **It is the student's responsibility to review the partner list and submit the appropriate paperwork.** The form needed for this discount, along with the participating employers list, can be found at:
http://www.franklinpierce.edu/admissions/finaid/forms/DiscountTuitionProg_15off.pdf

Scholarship (15% Discount for Nursing Cohorts)
The Department of Nursing Education Programs offer students in cohorts at local hospitals a 15% scholarship (discount) for tuition each term. RN-BS students who participate **in cohorts or employed by a hospital where there is an active/current undergraduate cohort,** receive 15% scholarship deduction off the tuition each term (this is an automatic deduction; students do not receive a scholarship check). Students **participating in** an MSN cohort at a local hospital receive the 15% tuition scholarship. MSN students who work at a hospital where there is an active/current graduate cohort but **are not a cohort member** are **not eligible** for the 15% scholarship. Students are coded for the 15% scholarship when they are admitted into the program.

Scholarships- General
Student Financial Services created a document to assist students with searching for scholarships to alleviate the cost of tuition. Student Financial Services also announces annual scholarships via student's FPU e-mail address with the applications attached. The link to SFS compilation is below:
https://www.franklinpierce.edu/admissions/finaid/forms/OutsideScholarships_0116.pdf

Section IV: NURSING PROGRAMS

Bachelor of Science for Registered Nurses
The RN to BS Nursing program is designed for students who hold an RN license and have earned an Associate degree in Nursing or diploma in nursing. Curriculum requirements may be met through transfer credits, course enrollment, and challenge exams. Nursing students matriculated in an Associate degree nursing program may enroll in the RN to BS program before graduating from the ADN program. Students may enroll for part-time or full-time study.

The Bachelor of Science in Nursing is accredited by the Accreditation Commission for Education in Nursing Inc., 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326. Phone: (404) 975-5000.

Admission- RN-BS
Official transcripts for all previous coursework must be submitted to admissions with your application materials. An Application for Admission and a transcript release form are available online at
www.franklinpierce.edu/academics/ugrad_adult/apply.htm .

Application Requirements-RN-BS

- Admission is on a rolling basis – you can apply at any time.

☐ Transcripts and Transfer Credit- All applicants must request that their official transcripts from previously attended colleges and/or universities be sent to Franklin Pierce. Transfer credit evaluation will take place upon receipt of official transcripts when applicable.

☐ Request official transcripts from all colleges/universities attended and have the transcripts mailed to:

> **Enrollment Management**
> Franklin Pierce University
> 670 N. Commercial Street, Suite 301
> Manchester, NH 03101

☐ Have graduated from a recognized associate degree or diploma nursing program; or be enrolled in an associate degree program and on track to graduate.
Request official transcripts from all postsecondary schools attended, including nursing programs and all institutions attended to be sent to Enrollment Management.

☐ Hold a current unencumbered license to practice as a Registered Nurse in New Hampshire or another jurisdiction. Except for dual enrolled/ admitted students.

☐ If you have attended any school or university outside the United States, you must have your transcript evaluated by the World Education Service. Contact World Education Services, Inc. P.O. box 5087, Bowling Green Station, New York, NY 10274-50878, 212-966-6311, or via the web at www.wes.org.

Degree Requirements-RN-BS
For specific degree requirements and course information. You can access and download the RN to BS Program sheet on the Nursing-RN-BS website at:
http://www.franklinpierce.edu/academics/ugrad_adult/programs_of_study/nursing.htm and can also be accessed in the *Academic Catalog* which is available online at:
http://www.franklinpierce.edu/academics/ugrad/catalog.htm .

End of Program Student Learning Outcomes (EOPSLOs)

Student learning outcomes are the embodiment of the total learning experience in the nursing program. Students in all nursing education programs must demonstrate achievement of learning outcomes prior to graduation. Grades alone do not measure attainment of SLOs at either the course or program level. Assessment rubrics are utilized throughout the program to measure attainment of critical aspects of concepts and constructs.

Students are required to achieve a minimum of 80 percent on all benchmark assignments designed to measure achievement of SLOs. Students who do not achieve an 80 percent will be provided an opportunity for remediation and allowed one "retake" of the benchmark assignment.

End of Program Student Learning Outcomes-RN-BS
Graduates of the baccalaureate nursing program will be educated professional nurses who practice with accountability using professional standards and ethics, and who:

1. Apply patient centered principles of holistic nursing care to individuals and populations across cultures and the lifespan.
2. Integrate knowledge from the sciences, humanities, and nursing to guide decisions on best practices in healthcare.
3. Function effectively within interprofessional healthcare teams fostering shared decision making to deliver high quality, safe, patient care with positive patient outcomes.
4. Utilize quality improvement processes in the delivery and implementation of patient safety and quality initiatives.
5. Apply leadership skills within various healthcare systems to promote a culture of safety.
6. Integrate knowledge of nursing informatics and emerging technologies for contemporary nursing practice.
7. Practice as accountable leaders of conscience demonstrating ethical and professional principles in the care of all individuals, families, and populations at risk in a variety of settings.
8. Communicate effectively within a caring framework among healthcare professionals and clients to improve patient satisfaction and health outcomes.
9. Analyze healthcare policy, financial, and regulatory processes, which directly influence healthcare systems globally.
10. Plan individualized care on best current evidence, patient values, and clinical expertise.

Master of Science in Nursing

Master of Science in Nursing (MSN) program is designed to provide nurses from all clinical and academic backgrounds the opportunity to obtain a graduate degree in nursing. Students can obtain an MSN in either Nursing Leadership or Nursing Education, preparing themselves for roles as nurse educators and/or nurse administrators.

The Master of Science in nursing program is fully accredited by the Accreditation Commission for Education in Nursing Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, phone: (404) 975-5000.

Admission-MSN

Admission prerequisites to the Master of Science in nursing program are track dependent and contingent upon completion of prior academic coursework. Information regarding specific degree requirements MSN program and course information can be accessed on the website at: http://www.franklinpierce.edu/academics/gradstudies/programs_of_study/master_science_nursing/master_science_nursing.htm and in the *Academic Catalog* which is available online at: http://www.franklinpierce.edu/academics/ugrad/catalog.htm .

- Admission is on a rolling basis – you can apply at any time. All applicants will have a phone interview with the Director of Nursing Education prior to admission.

- Transcripts and Transfer Credit- All applicants must request that their official transcripts from previously attended colleges and/or universities be sent to Franklin Pierce. Transfer credit will be evaluated upon receipt of transcripts if applicable.

Admission MSN/MBA Program:
If you have already completed an MSN degree at FPU, you must be accepted into the MBA program before taking courses toward completion of the second degree. Once admitted, you must complete a minimum of 21 credits in the MBS curriculum to earn an MBA. Information regarding this degree is available at: https://www.franklinpierce.edu/academics/gradstudies/programs_of_study/msn-mba-dual-degree.htm

Application Requirements-MSN
Application materials must be submitted and reviewed prior to acceptance to the Master of Science in nursing program. These materials include the following:

- Completed Franklin Pierce University Graduate Admission application which can be accessed online at:http://www.franklinpierce.edu/academics/gradstudies/apply.htm
- Current professional resume.
- Interview with the Director of Nursing Education
- A statement of professional goals including reasons for pursuing graduate study.
- Receipt of all official transcripts from colleges and/or universities previously attended.
- Unencumbered current license to practice as registered nurse issued by New Hampshire or another jurisdiction.

Degree Requirements-MSN
For specific degree requirements and course information. You can access and download the MSN Program sheet on the Nursing-MSN website at:
http://www.franklinpierce.edu/academics/gradstudies/programs_of_study/master_science_nursing/MSN_Nursing_Leadership_Education_Web.pdf

Degree requirements and course information can also be accessed in the *Academic Catalog* which is available online at: http://www.franklinpierce.edu/academics/ugrad/catalog.htm .

End of Program Student Learning Outcomes-MSN
MSN Student Learner outcomes demonstrate that upon successful completion of the Master of Science in nursing program, a graduate will be able to:

1. Demonstrate critical thinking and decision making based on biopsychosocial and organizational sciences to improve healthcare quality and outcomes in a variety of settings (AACN, Essentials I).
2. Integrate organizational and systems leadership to guide and direct clinical decision making and evaluation of patient outcomes and safety (AACN, Essentials II).
3. Advocate for ethical and culturally sensitive strategies in the design of high quality and cost effective healthcare delivery (AACN, Essentials III).
4. Apply clinical scholarship and implementation of best practices for the improvement of healthcare delivery (AACN, Essentials IV).
5. Incorporate technology to support and coordinate delivery of high quality, safe patient care (AACN, Essentials V).
6. Demonstrate advocacy strategies to influence healthcare policy to improve health of the public (AACN, Essentials VI).
7. Collaborate with the interprofessional team to influence the shared goals of disease prevention, health promotion, and patient-centered care to diverse populations (AACN, Essentials VII & VIII).

Role Competencies-MSN

Nursing Leadership (MSN-Leadership)
1. Assume leadership roles in health care organizations.

2. Integrate leadership skills that facilitate collaborative relationships while functioning as a member of the interdisciplinary team.
3. Apply knowledge of health care payment systems to improve the utilization of clinical and fiscal resources.
4. Design and implement change projects in health care delivery systems and evaluate their impact.
5. Incorporate knowledge of evidence in clinical and organizational management to improve client outcomes.

Nursing Education (MSN-Education)
1. Practice as a nurse educator in an academic or health care delivery setting, applying principles consistent with evidence-based practice.
2. Apply teaching and learning theories, current research findings, and knowledge of educational trends and professional standards to curriculum and instructional design.
3. Utilize knowledge of continuous quality improvement methodology to evaluate all components of instructional design and delivery.
4. Design and implement

Benchmark Policy for the RN to BS and MSN Programs
Send of Program Student Learning Outcomes
End of Program Student Learning Outcomes (EOPSLOs) are statements of what students will know, understand, or be able to do at the end of a course or degree program. EOPSLOs provide focus and direction for teaching and learning and they are the basis for assessing student learning at the course and program level. EOPSLOs and role competencies are assessed throughout the curriculum as a result of one or more benchmark assignments.

Student Learning Outcomes Assessment
The EOPSLO assessment process typically includes identifying goals and outcomes for student learning, establishing direct (e.g., scholarly papers) and indirect (e.g., surveys) methods to assess the achievement of outcomes, gathering and analyzing the evidence, sharing the results of the analysis, and making evidence-based improvements as needed. The assessment process continues as a cycle, reaffirming or modifying outcomes as needed.

Benchmark Assignments
Benchmark assignments are evaluation modalities for assessing EOPSLOs achievement. Each benchmark assignment measures the student's achievement of EOPSLOs and/or role competencies. Benchmark assignments include scholarly papers, presentations, examinations, etc. Students must achieve a minimum of 80% on their benchmark assignment to indicate achievement of the EOPSLO/role competency the benchmark assignment evaluates.

Remediation
Remedial teaching is mandatory for each student who does not achieve an 80% or greater on their benchmark assignments. Remediation requires the revision of the benchmark assignment until a grade of 80% or greater is achieved affirming achievement of the EOPSLO and/or role competency, with a maximum of 2 attempts. If an 80% or greater is not met, the student will be considered unsuccessful in the course and will not receive a passing grad

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NR 490
RN-BS Program
CAPSTONE PROJECT GUIDELINES

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GUIDELINES FOR THE CAPSTONE PROJECT: These guidelines are offered as an additional resource to the course syllabi for the NR 490 Capstone project.

I.   PURPOSE OF THE CAPSTONE PROJECT

The capstone project is the culmination of the learning experiences of the student in the RN to BS nursing program. The project will reflect synthesis and integration of course content, leadership, and professional practice. The capstone project is guided by the baccalaureate program student learner outcomes.

A. Evidence Based Practice (EBP) Interprofessional Protocols / Guidelines

Purpose: The purpose of this project is to provide the student with the opportunity to apply and integrate knowledge from previous coursework in the development and implementation of an evidence based practice protocol (guidelines) in the student's clinical specialty area. The EBP Project is viewed as an activity that requires interprofessional collaboration with a clearly defined purpose and expected outcome(s).

Evidence Based Practice Protocol Criteria:
- Identify and describe a clinical practice problem.
- Review and analyze the current research and clinical literature pertinent to the key issues of the clinical practice problem, including any published standards.
- Identify the need for development of an Evidence Based Practice Protocol (EBPP), revision, or implementation of an existing EBPP to address the clinical practice problem identified in your setting.
- Describe/develop the EBPP, and describe the process for future implementation in your practice setting.
- Demonstrate interprofessional collaboration in the development of the protocol/guideline project

NR 490 is the final nursing course in the RN to BS program. It is a six credit course consisting of one part seminar and one part capstone project. Due to the complexity of the course and the capstone project, prospective NR 490 students are required to submit to their instructor their project plans **four weeks before the course begins.** Registered students will be contacted by the course instructor six weeks before the course begins. Students will be provided instructions for locating, completing and submitting the forms. It is important for students to return the forms so an affiliation agreement can be established if one is not already in place. Failure to establish an affiliation agreement could result in an alternate capstone project or possibly prevent the student from completing the capstone during the desired term. Please keep in mind if your

project will involve information obtained from staff, patients, families, etc., you will need to submit a request through your facility's Institutional Review Board (IRB). This could require extra time depending on your facility. It is up to the student to contact the instructor or the Department of Nursing Education (603) 433-2000 if they have questions about the need for IRB approval.

II. ELIGIBILITY TO REGISTER FOR CAPSTONE COURSE

Prior to registering for the capstone course, the undergraduate student must complete all of their undergraduate nursing courses or receive permission from the Academic Program Director. Permission will only be granted under extenuating circumstances and only if the student has successfully completed NR 320 Evidence Based Practice.

III. SELECTION OF THE CAPSTONE TOPIC

It is the student's responsibility to select a capstone topic. In making the decision, students should consider the following when selecting a capstone topic:

- The relevance of the proposed project to professional nursing practice.

- The congruence of the capstone project with their academic and practice interests.

- The scope of the capstone project and the potential for engaging in some phases and steps of the project within an eight-week time frame.

- The student must receive approval by their course instructor to conduct the EBP collaborative project in a healthcare agency. It is the student's responsibility to assure that any such obligations related to the EBP proposal outline are met.

IV. THE CAPSTONE PROJECT PROPOSAL

The NR 490 Leadership Capstone Project Plan shall be developed by the student. The Capstone Project Proposal Outline shall clearly identify the capstone topic the student has selected, and the nature of the written evidence of learning that will be submitted upon the completion of the project. The course instructor will review the proposal and suggest any needed changes. Once the recommended changes are made the instructor will provide feedback to the student.

Students are required to complete and submit the following forms to their NR490 instructor (see links below):

- Capstone QI Project Plan:
  http://www.franklinpierce.edu/images/NR490-Capstone-QI-Change-Project-Plan.pdf
- Health Verification:
  http://www.franklinpierce.edu/images/NR690-Health-Verification-Form.pdf

V. EVIDENCE OF LEARNING FOR THE CAPSTONE PROJECT

For the development of the EBP project, the student will have an obligation to present written evidence of

learning as part of completion of the capstone project. The capstone project deliverable will be a scholarly paper in addition to a narrated poster presentation of the project.

NR 690
MASTER OF SCIENCE
CAPSTONE PROJECT GUIDELINES

These guidelines are offered as an additional resource to the course syllabi for the NR 690 Capstone project.

I.   PURPOSE OF THE CAPSTONE PROJECT

The capstone project is the culmination of the learning experiences of the student in the MSN nursing program. The capstone project is the graduate student's scholarly alternative to the thesis. For the capstone project, students will participate in the development of an Evidence-based Quality Improvement/Change Project.

Evidence Based Practice (EBP) Quality Improvement/Change Project

>**Purpose:** The purpose of this project is to provide the student with the opportunity to apply and integrate knowledge from previous coursework in the development and implementation of a quality improvement or process change in the student's practice setting.

>Evidence Based Practice Quality Improvement/Change Project Criteria:
>a.   Identify the need and describe a quality improvement or process change in your practice setting.
>b.   Review and analyze the current clinical literature pertinent to the key issues of the area to be investigated.
>c.   Use agency databases to retrieve information for decision-making, planning and evaluation of outcomes.
>d.   Describe the change process and its implementation in your practice setting.
>e.   Demonstrate interprofessional collaboration and communication in the development of the QI / Change project

Mentors are required for NR 690 capstone projects. It is recommended the mentor be a licensed registered nurse, practicing in a leadership position, and must have a BS in a health-related field AND preferably a graduate degree. If the student prefers a mentor with other qualifications, approval must be obtained from the course faculty. The mentor must be employed at the facility where the capstone is performed.

Registered students will be contacted eight weeks prior to the course be their instructor. Students will be sent the forms required for the capstone project in an e-mail with a due date. Students must submit all required paperwork by the established due date or they will not be permitted in the course.

This will allow the instructor to determine if an affiliation agreement is required. If an affiliation agreement is required and there is not one in place, it is the student's responsibility to identify the appropriate individuals at the site of the capstone project and begin the process of establishing an affiliation agreement. Failure to establish an affiliation agreement could result in an alternate capstone

project or possibly preventing the student from completing the capstone during the desired term.

Any proposed capstone project that involves human subjects such as staff and patients will require Institutional Review Board (IRB) approval from the facility where the capstone project will take place and from Franklin Pierce University. This approval process will take additional time. If your project involves obtaining data from human subjects or if you are not certain, please contact the Department of Nursing Education for guidance in obtaining approval. The faculty will guide you in the process. <u>It is important to plan at least three months in advance of your course start date if you plan to involve human subjects in your project.</u>

II.   ELIGIBILITY TO REGISTER FOR CAPSTONE COURSE

Prior to registering for the capstone course, the student must complete all of their graduate nursing courses or receive permission from the Academic Program Director. Permission will only be granted under exceptional circumstances.

III.   SELECTION OF THE CAPSTONE TOPIC

It is the student's responsibility to select a capstone topic. The capstone shall be either a Mentored EBP QI change project as described above or a collaborative EBP change project. In making the decision, students should consider the following when selecting a capstone topic:

a.   The relevance of the proposed project to professional nursing practice.

b.   The congruence of the capstone project with their academic and practice interests.

c.   The scope of the capstone project and the potential for engaging in some phases and steps of the project within a twelve week time frame.

d.   The students must receive approval by their course instructor to conduct a mentored or collaborative change project in a healthcare agency. It is the student's responsibility to assure that any such obligations related to the affiliation agreement are met.

IV.   THE CAPSTONE PROJECT PROPOSAL

The Capstone Project Proposal Outline shall be developed by the student. The Capstone Project Proposal Outline shall clearly identify the capstone project, and the nature of the written evidence of learning that will be submitted upon the completion of the project.

The course instructor will review the proposal and suggest any needed changes. Once the recommended changes are made the instructor will provide feedback to the student.

Students are required to complete and submit the following forms to their NR690 instructor (see links below):
- Capstone Project Mentor Form:
  http://www.franklinpierce.edu/images/NR690-Capstone-Project-Mentor-Form.pdf
- Health Verification Form:
  http://www.franklinpierce.edu/images/NR690-Health-Verification-Form.pdf

- QI change Project Form:
  http://www.franklinpierce.edu/images/NR690-Capstone-QI-Change-Project-Plan.pdf

V. EVIDENCE OF LEARNING FOR THE CAPSTONE PROJECT

For the development of the EBP project, the student will have an obligation to present written evidence of learning as part of completion of the capstone project. The capstone project deliverable will be in a scholarly paper in addition to a narrated poster presentation of the project.