UK College of Nursing

Master of Science in Nursing Teaching Nursing Certificate

Graduate Student Handbook 2025- 2026

751 Rose Street

Lexington, KY 40536-0232

https://www.uky.edu/nursing/

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College of Nursing

Introduction to the Graduate Student Handbook

The handbook contains information about the College of Nursing, its mission and its organization. The policies and procedures governing your progress in the program, and the resources available to you for accomplishing the program objectives and your personal career goals are described. Please review the handbook carefully. If you have questions, contact your program director. If you are entering a graduate program at the College of Nursing during the 2025-2026 academic year, you will follow the policies in the 2025-2026 handbook throughout the entire length of your program.

The College offers three graduate degrees - Doctor of Philosophy in Nursing (PhD), Doctor of Nursing Practice (DNP), and Master of Nursing in Healthcare Systems Leadership (MSN). This handbook is for students enrolled in the MSN program and Teaching Nursing Graduate Certificate. The MSN, PhD and Teaching Nursing Certificate programs with a nursing major fall under the authority of the University of Kentucky Graduate School. The PhD program information is located in a separate handbook for student and faculty reference.

Brandi Frisby is the Acting Director of the Graduate School. Debra Hampton, Assistant Dean for MSN and DNP Programs is your liaison to the Graduate School for the MSN program. Angela Grubbs, Certificate Director for the Teaching Nursing Certificate is your liaison to the Graduate School for the Teaching Nursing Certificate program.

Dean's Welcome

Welcome to the University of Kentucky College of Nursing. I hope you will have an exceptional learning experience in the College, as well as within the larger University. The decision to complete your graduate degree within an academic health center affords you unique opportunities related to research and evidence-based practice. Furthermore, research, evidence-based practice and leadership are fundamental to graduate studies.

The College's faculty are making substantive contributions to the knowledge base of nursing through active programs of research and scholarly practice. In addition, you will have opportunities to engage in Partnerships and Inter-Professional teams whether your focus in doctoral studies is research or practice. I strongly recommend that you take full advantage of opportunities since they will actively support your work as the next generation of advanced practice nurses, nurse leaders, nurse scholars and faculty.

Finally, the College's Mission Statement guides faculty and staff toward "engaging in collaborative and cooperative relationships for the purpose of modeling excellence in nursing education, research, service and practice." Faculty, staff and administrators will actively work with you to facilitate your success at the University. The nursing profession will offer many opportunities throughout your career – without a doubt, obtaining research-focused or practice-focused doctoral degree will advance your personal career goals and simultaneously prepare you for leadership in nursing and healthcare.

If I can be of assistance to you, please do not hesitate to let me know. I can be reached via e-mail at, mary.moreland@uky.edu. For an opportunity to talk in person, please contact Alina Emen at 859-323 6533.

Thank you for selecting the University of Kentucky, College of Nursing for your studies!

Gwen Moreland
Dean and Warwick Professor of Nursing
University of Kentucky College of Nursing

College of Nursing

About the College
- **Vision and Mission**
- **Strategic Plan**

Standards of Clinical Nursing Practice

College of Nursing faculty and students uphold the profession's standards of clinical practice. These are based on the *American Nurses' Association Social Policy Statement: The Essence of the Profession* (2010a). *The Standards of Advanced Practice Nursing, Second Edition* (2010) provide the baseline for graduate-level clinical practice. The relevant specialty standards provide baseline expectations for practice in each specialty area.

Graduate Faculty and Staff Directory

NAME	TITLE	OFFICE	PHONE	E-MAIL
Debra Hampton, PhD, MSN, RN, NEA-BC, CENP, FAONL, FACHE	Assistant Dean of MSN & DNP Program Studies	557	859-323-4175	debra.hampton@uky.edu
Angela Grubbs, DNP, APRN, NP-C	Teaching Nursing Certificate Director	202C	859-323-6605	angela.grubbs@uky.edu
Kathy Collins, BHS	Student Affairs Officer, Graduate Programs	315D	859-323-5624	kathy.collins@uky.edu
Patricia Foster, BSBA	Administrative Assistant Senior, MSN/DNP Programs	519	859-323-0692	patricia.foster@uky.edu
Kendall Smitley, MBA	Clinical Placement Coordinator, Graduate Programs	202H	859-323-0275	Kendall.smitley@uky.edu
Whitney Kurtz-Ogilvie, MFA	Lecturer/Writing Specialist	202G	859-323-5675	whitney.ko@email.uky.edu

Value Statement for a Healthy Learning and Working Environment

By creating and sustain a healthy learning and working environment at the University of Kentucky College of Nursing, we will ensure a high level of professionalism, civility, and caring among students, staff, and faculty.

The following are values and normative behaviors that students, staff and faculty are expected to exhibit to promote a healthy learning and working environment at the University of Kentucky, College of Nursing. This applies to interactions between and among students, staff and faculty to foster optimal learning and professional development.

- **Respect and Appreciation**

  The College of Nursing welcomes and embraces differences in ethnicity, race, culture, age, gender, sexual orientation, religion, role, socioeconomic status and perspective. In a culture of civility, mutual respect and appreciation characterizes all relationships within our community. Students, staff and faculty alike:

  - Demonstrate appreciation and respect for all individuals.
  - Recognize and acknowledge excellent efforts and accomplishments in academic, clinical, and community settings.
  - Exhibit consideration and understanding of each other's personal backgrounds.
  - Maintain trust and right to privacy by keeping confidences and not passing along gossip.
  - Give full attention to others (i.e., during classes, meetings, clinicals and labs) by not multi-tasking with other unrelated activities.

➢ **Integrity**

We value actions and words that demonstrate authenticity and veracity. Students, staff and faculty alike:
- Exhibit tolerance for others
- Demonstrate utmost integrity through words and actions that reflect honesty, empathy, compassion and beneficence
- Exhibit accountability by doing what we say we will do
- Conduct ourselves professionally with an attitude of receptivity and trustworthiness

➢ **Communication**

We are committed to open, positive, constructive and timely communication. We recognize that communication encompasses many formats (e.g., in-person, electronic, written). Students, staff and faculty alike:
- Communicate openly, truthfully and directly with one another in a timely manner, allowing for honest dialogue and feedback.
- Express ourselves using thoughtful and considerate language, tone and behaviors.
- Listen actively and respectfully to different viewpoints, remaining receptive to hearing differences in opinions and perspectives.
- Respond thoughtfully and respectfully to questions and comments.
- Recognize that anything transmitted via the internet (e.g., email, social media) could become public knowledge.
- Remain calm and professional during conflict, focusing on the issue in a constructive and timely manner.
- Provide thoughtful evaluation and critique that highlight strengths and areas for improvement in a balanced, caring and respectful way.
- Receive constructive feedback with openness in the spirit of improvement.
- Maintain privacy when using online communication in accordance with CON and UK online and social media guidelines, which are listed in this handbook.
- Convey a positive image of the University of Kentucky with public and online activities.

NOTE: Civility is defined as formal politeness and courtesy in behavior, speech, and written communications which respect the dignity of others and is consistent with professional standards *(see 2006 AACN Essentials https://www.aacnnursing.org/DNP/DNP-Essentials [Essential VIII, Professionalism and Professional Values]; and 2015 ANA Code of Ethics http://tinyurl.com/mw7ktmz [Provision 1.5, Relationships with Colleagues and Others])*

College of Nursing Committees and Organizations

➢ **College of Nursing Alumni Association (CONAA)**

All graduates of the UK College of Nursing are automatically members of the College of Nursing Alumni Association. Being an active member of CONAA is the best way to maintain contact, build your network and help your alma mater. The CONAA exists to promote the best interests and welfare of the College. It also works to inform the membership with the progress and needs of the College and helps represent the University and the College to the people of Kentucky and the nation. The alumni association encourages loyalty and closer bonds of fellowship among its alumni.

All profits from membership events hosted by the Alumni Association are used to support various programs and projects that are hosted throughout the year such as:

- Annual awards for outstanding alumni, graduating seniors and graduate students
  - ~ **Presidential Award** is given to an outstanding MSN graduate
  - ~ **Sebastian/Stanhope Award** is presented to a DNP graduate
  - ~ **Carolyn Williams Award** goes to a graduate of the PhD Program
- Homecoming/reunion activities
- Graduation gifts for all nursing graduates
- Networking opportunities for alumni, and
- Mentoring programs that allow students to meet 1:1 or in small groups with alumni to learn more about their careers or projects they are participating in as nurses. These talks are always interesting and help the students explore career choices.

Many alumni have been generous to the College of Nursing and its students by establishing scholarships that help defray the cost of tuition. If you have questions or need additional information, please contact Brittany Fiero at brittany.fiero@uky.edu

➢ **Delta Psi Chapter, Sigma Theta Tau International Honor Society for Nursing**
https://nursing.uky.edu/about-us/delta-psi-chapter-sigma

➢ **Graduate Nursing Activities and Advisory Committee (GNAAC)**

According to rules of the University Senate, the faculty of each College within the University and the faculty of the Graduate School must establish some form of student advisory council to represent student opinion on academic matters. The Graduate Nursing Activities and Advisory Committee (GNAAC) conform to the rules of the University Senate.

Functions of the Committee
- Fostering communication between faculty and students
- Plans and implements programs of interest to the graduate students and nursing profession
- Reviews and makes recommendations to the dean regarding:
  - ~ Student conduct in terms of professional nursing ethics and related University and Medical Center documents
  - ~ Evaluation procedures for courses and teaching
- Advises the dean regarding proposed appointment and promotion of faculty members in accordance with University Administrative Regulations (AR II-1.0-1)
- Evaluates the programs of the College that relate to students and makes recommendations to the Dean
- Identifies resources and support systems, which will facilitate successful completion of the program
- Identifies student problems and concerns and recommends appropriate actions to the Dean
- Evaluates activities of the graduate student body annually and making recommendations to the Dean

Membership Includes
- GNAAC membership shall consist of all enrolled graduate nursing students. The GNAAC Executive Board, elected by GNAAC shall consist of a Chairperson, Chairperson-elect, Secretary/Treasurer and members at large (at least two and no more than six). The Board shall contain at least one representative from each degree offered.

- One graduate faculty member (ex-officio) recommended by the graduate student body and approved by the Dean. Faculty member/advisor to serve ideally for three-year terms to promote continuity. Terms can be repeated.
- One Student Affairs representative (ex-officio).
- GNAAC Officers to be elected by the majority of the Executive Board.

If you are interested in learning more about GNAAC or would like to be part of this committee, please contact Dr. Holly Stith, GNAAC Advisor, Holly.Gray@uky.edu

➢ **MSN/DNP Program Committee**

Functions Include
- Evaluates program policies and procedures for compliance with the College and University.
- Evaluates program policies and procedures as they facilitate meeting program objectives and recommends revisions, as necessary.
- Reviews admission requirements and recommends changes to the total faculty as appropriate.
- Reviews MSN and DNP student admission and progression petitions, including faculty recommendations, and makes appropriate recommendations to the MSN and DNP Program Director, appropriate Associate Dean of Faculty Affairs and Executive Associate Dean of Academic Affairs and Partnerships.
- Reviews those MSN and DNP students with unsatisfactory academic performance and recommends action to the MSN and DNP Program Director, appropriate Associate Dean of Faculty Affairs and Executive Associate Dean of Academic Affairs and Partnerships.
- Reviews and seeks input from designated faculty regarding student petitions.
- Makes recommendations for vote and reports to the graduate faculty.
- Programmatic additions/deletions must be approved by 2/3 vote of eligible graduate faculty of the College of Nursing by electronic vote.

Membership Includes
- All track coordinators
- Two DNP faculty-at-large, at least one teaching in a core course
- One faculty member teaching in the MSN program as indicated
- MSN and DNP Program Director
- Executive Associate Dean of Academic Affairs and Partnership/Designee, ex officio (Designee Representatives as ex officio: Associate Dean of Graduate Faculty Affairs, Associate Dean of Research, Assistant Dean of Academic Operations, Director of Accreditation and Strategic Outcomes and/or Assistant Dean of Academic and Student Affairs).
- One MSN and one DNP student representative without faculty status, ex officio.

If you have questions or need additional information, please contact conss@uky.edu

University and College of Nursing Health Care Policies and Protocols

You are expected to read and adhere to this student handbook along with the _Student Rights and Responsibilities_, and the _Health Care Colleges Code of Student Professional Conduct_ for the University of Kentucky Albert B. Chandler Medical Center as well as other such documents and policies in agencies where clinical and research experiences are obtained. A signed form is required noting familiarity with these documents is required at the beginning of your program.

➢ **Blood Borne Pathogens Policy**

Effective management of educational exposure to blood borne pathogens requires coordination among multiple units of the University of Kentucky Medical Center. It requires training in prevention of injury and in the management of injuries when they occur. The following link is the _UK Policy on Educational Exposure to Blood Borne Pathogens._ _https://ukhealthcare.uky.edu/sites/default/files/educational-exposure-to-bloodborne-pathogens.pdf_.

In case of exposure. _https://ukhealthcare.uky.edu/university-health-service/student-health/exposure_.

➢ **Kentucky Pharmacy Locations and AHEC Site Coordinators**

_https://ahec.med.uky.edu/sites/default/files/AHEC%20Pharmacy%20Locations%20rev%2011.2015_2.pdf_

In case of an exposure, consult Blood Borne Pathogen Policy above.

➢ **Criminal Background Check and Drug Screen**

Drug tests (urine screens) and criminal background checks are becoming standard requirements for employment, especially at health care facilities. Such requirements are also often in place for students who rotate through health facilities as part of required educational experiences. Students can expect and should be prepared for them. Be aware that if a drug test and/or a criminal background check is required for enrollment and or participation in any course or for the granting of any permit or license required for participation in a course, the expense for the test and/or check must be paid by the student. The particular types of tests and checks required, as well as the costs for them, are subject to change and beyond the control of the University or the College of Nursing.

- If a student fails to pass a drug test and/or a criminal background check, he/she may be ineligible for enrollment in clinical courses, ineligible for graduation and therefore ineligible to continue in the College of Nursing.
- The College of Nursing does not accept responsibility for any student being ineligible for coursework, continued enrollment in the College, or subsequent licensure as a nurse for any reason, including failure to pass a drug test or criminal background check.
- Students who provide any false information regarding drug use or criminal offenses in any documents relating to their attendance at the UK College of Nursing are subject to immediate dismissal from the College. Failure to disclose correct information at any time also may be the basis for professional discipline and/or denial of licensure.

➢ **The Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy and confidentiality of student education records. For more information on what the law entails, please refer to: http://www.uky.edu/registrar/FERPA-privacy

➢ **Health Fee and Activity Fees Information**

All students at the University of Kentucky are eligible to use the University Health Service for their health care. Paying these fees entitles students to use University resources and receive medical treatment by the

University Student Health Services. For fee information, contact Student Billing Services at 859-257-3406, 18 Funkhouser Building, 8:00 am-4:30 pm, Monday through Friday.

The health fee may be voluntarily paid for health care during any term. To be eligible for services in the summer, the fee must be paid by the first day of classes for students enrolled in the summer session.

➢ **Health Insurance Portability and Accountability Act (HIPAA)**

HIPAA, a federal law, has many purposes and provisions. Those that affect all health care providers most directly relate to ensuring the privacy and security of protected health information. Federal law requires that all health care employees and health professions students receive training about HIPAA. Training is mandatory and must be completed before you will be allowed to participate in clinical practice or data collection. Instructions for completing this training will be provided upon admission.

➢ **The Health Care Colleges Code of Student Professional Conduct**

The purpose of the HCC Code is to provide a professional behavior code that applies uniformly to all students enrolled in a degree program, leading ultimately to a profession requiring licensure or certification, offered by any of the health care colleges at https://regs.uky.edu/sites/default/files/2023-11/HCC-Code-10-14-2008_Approved_by_BOT.pdf

➢ **Identification Badges**

All students at the University of Kentucky are issued a UK Wildcard ID. Students enrolled in healthcare colleges are required to have a UK Healthcare Student Vanity ID card. When using Medical Center facilities for any purpose, as a student, you are required to wear the UK Wildcard and the UK Healthcare Vanity Card. If you lose your badge, you will be required to pay for a replacement. You will be unable to use Medical Center facilities without it or participate in clinical activities at any facility. Contact the College of Nursing Office of Student Services, 315 CON Bldg. or 859-323-5108 with questions.

➢ **Immunization Requirements**

Incoming Graduate students are required to have the following immunizations: TB, TDAP, MMR, Varicella and HEP B-series. The current seasonal influenza vaccination is also required. Students will need to provide a record of influenza administered September 15 or later every season. The due date is October 31 of the current year.

The College of Nursing uses the *Medical Document Manager of CastleBranch* to process and track your immunization records. You will be able to download your records to a secure site where you will have access to the documents for life. In addition, you will be able to access and print the documents as needed for future clinical sites. When you are admitted into the graduate program, you will receive information on how to purchase this package through *CastleBranch Background*. If you have questions, please contact staff at congradcompliance@uky.edu .

➢ **Licensure**

Registered nurse licensure without limitations in the state in which your clinical experiences will take place is prerequisite to a clinical practicum or the conduct of clinical research. This means you will need a Kentucky RN license and a license for any out-of-state clinical or clinical research experience. **This process can take up to a year for students educated outside of the United States.** If you have not already initiated the process (which includes completion of the CGFNS visa screen certificate as required by the Kentucky Board of Nursing and the NCLEX exam) it is imperative to begin immediately. *Please speak with your faculty advisor if you are in this situation. You must provide the Office of Student Services with a copy of your license during the semester prior to any clinical work.*

➢ **Social Media Guidelines**

Social media are powerful communication tools that have a significant impact on organizational and professional reputations. Because the use of social media may blur the lines between personal voice and institutional voice, the University of Kentucky has established policies to clarify how best to enhance and protect the University, as well as personal and professional reputations, when participating in social media.

Both in professional and institutional roles, students are expected to follow the same behavioral standards online as they would in the real world. The same laws, professional expectations and guidelines for interacting with faculty, students, parents, patients, alumni, donors, media and other University constituents apply. Students are accountable for any institutionally related content they post to social media sites.

The National Council of State Boards of Nursing gives scenarios in the *White Paper*: A Nurses' Guide to the Use of Social Media https://www.ncsbn.org/brochures-and-posters/nurses-guide-to-the-use-of-social-media

The American Nurses Association has developed tips for nurses using social medial including tips for things to avoid.

ANA's Principles for Social Networking
- Nurses must not transmit or place online individually identifiable patient information.
- Nurses must observe ethically prescribed professional patient-nurse boundaries.
- Nurses should understand that patients, colleagues, institutions and employers may view postings.
- Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
- Nurses should bring content that could harm a patient's privacy, rights or welfare to the attention of appropriate authorities.
- Nurses should participate in developing institutional policies governing online conduct.

Tips to Avoid Problems
- Remember that standards of professionalism are the same online as in any other circumstance.
- Do not share or post information or photos gained through the nurse-patient relationship.
- Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
- Do not make disparaging remarks about patients, employers or co-workers, even if they are not identified.
- Do not take photos or videos of patients on personal devices, including cell phones.
- Promptly report a breach of confidentiality or privacy.

https://www.nursingworld.org/social

References
- American Nurses Association, (2011, September), Principles for social networking and the nurse, Silver Spring, MD: Author.
- National Council of State Boards of Nursing, (2011, August), White Paper: A nurses' guide to the use of social media, Chicago, IL: Author, www.NursingWorld.org

Scholarship, Loans, Service Awards and Tuition

Contact the College of Nursing Scholarship Coordinator at conss@uky.edu The Graduate Nursing Scholarship application opens during the spring term for the following academic year.

➢ **College of Nursing Graduate Scholarships**

Teresa Ann Free Pediatric Nurse Practitioner Scholarship
Established in 2010 to celebrate the life of Dr. Teresa Ann Free. She was a beloved professor, colleague and friend who served as coordinator of the Pediatric Nurse Practitioner track from 2002 until 2009. This renewable scholarship is awarded to a student enrolled in the Doctor of Nursing Practice (DNP) Pediatric Nurse Practitioner Track.

Katherine Tenore Girone Scholarship Fund
Established in 2006 in memory of Katherine Tenore Girone by Mr. and Mrs. Roderick Lewis, executors of her estate. Mrs. Girone was a public health nurse for many years. This scholarship is awarded to full-time students in the UK College of Nursing in the Bachelor's, Master's, DNP or PhD programs who have a declared interest in public health nursing and have maintained a grade point average (GPA) of 3.0 or better.

Melva Jo Hendrix Scholarship
Established in 1993 by Mrs. Jenny D. Dorris, a 1971 UK graduate, in honor of Professor Melva Jo Hendrix's career. Dr. Hendrix was a leader in psychiatric and mental health nursing. This renewable scholarship is awarded to a DNP student in the Psychiatric/Mental Health Track.

Betsy M. Holliday and Eunice S. Milton Scholarship Fund
Established in 1992 by Lieutenant Colonel David C. Holliday (RET) in memory of his wife, Betsy M. Holliday and her mother, Eunice S. Milton. This fund provides support for a student who is a native Kentuckian or is the child of a member of the armed forces who was serving on active duty when the recipient was born.
This renewable scholarship is given to an RN who has returned to school for additional training. Preference given to a student interested in the treatment of cancer patients.

Pamela Stinson Kidd Memorial Scholarship Fund
Donor: Mr. and Mrs. Ronald W. Stinson
Established in 2006 by Mr. and Mrs. Ronald W. Stinson following Pamela Stinson Kidd's sudden death. This renewable scholarship is awarded to a graduate nursing student who shows potential for leadership in injury prevention, emergency, primary, acute or critical care nursing. An essay is required. Preference is given to an applicant who demonstrates the ability to integrate clinical and community practice, scholarly activity and leadership.

La Sertoma Scholarship
Established in 2004 in honor of the ladies of the La Sertoma Club who provided financial support to her as a nursing student. This renewable scholarship is awarded to a student with an outstanding academic record who shows the potential for leadership and is in the DNP Program, is an Undergraduate Nursing Scholar or a BSN with an interest in public health nursing.

Dorothy Luther Fellowship Fund
Established in 2003 by the estate of Dottie Luther, an emerita UK College of Nursing faculty member, with additional contributions made by her friends and colleagues. This renewable scholarship is awarded to graduate students in adult nursing.

Karen Hall Sexton Nursing Leadership Scholarship
This scholarship is given in memory of Dr. Karen Sexton, long time nurse leader and mentor for many nurses in the Commonwealth and beyond. "Karen would be so pleased to know that funds raised in her name are

being used to further the education of nurse leaders," stated Dr. Colleen Swartz, Chief Nurse of UK HealthCare. Funds were raised from UKHC Nurses and UK College of Nursing Faculty. Scholarships are awarded to students in the graduate program.

➢ **Financial Emergencies**

If you find yourself in a financial hardship that will greatly affect paying for tuition and college expenses, please contact your graduate advisor and/or UK's Financial Aid Office for guidance to services and/or funds that may apply to your situation.

➢ **External Awards/Scholarships**

University of Kentucky Graduate School Scholarships and Fellowships:
859-257-3261, Ezra Gillis Bldg. http://gradschool.uky.edu/student-funding.

➢ **Financial Assistance**

Nurse Faculty Loan Program (NFLP)
The College of Nursing has available loan funds from the Nurse Faculty Loan Program of the Division of Nursing, Department of Health and Human Services. This loan fund is intended to bolster the number of nurses prepared as nurse faculty for schools of nursing. Students must be enrolled full time and take three additional courses: GS 610-College Teaching, GS 650-Preparing Future Faculty and GS699-Practicum in College Teaching, to prepare you for a faculty role. Upon completion of your degree program and the required courses, up to 85 percent of the loan may be forgiven in return for service as a faculty member in a school of nursing over a four-year period. Contact Kathy.Collins@uky.edu for more information.

Teaching and Research Assistantships
The College of Nursing offers a limited number of graduate student assistantships, which provide research and teaching experiences. Stipends range from $10,000 to $20,000 per academic year; 10 or 20 hours of service per week are required; students will be assigned to an investigator or to a course. Students who receive these assistantships may be eligible for full- or partial-tuition scholarships from the Graduate School (PhD or MSN) or College of Nursing (DNP-eligible for TA positions only). Post-masters certificate students are not eligible for teaching or research assistantships.

Kentucky Board of Nursing – Nurse Incentive Scholarship Fund
The Nursing Incentive Scholarship Fund (NISF) provides scholarships to Kentucky residents who will be attending approved prelicensure nursing programs (registered nurse or practical nurse) or graduate nursing programs. NISF recipients are selected individually by the Board, using specified criteria. NISF scholarships may be used for cost-of-living expenses, as well as school expenses. See:
https://kbn.ky.gov/education/Pages/nursing-incentive-scholarship-fund.aspx

National Health Service Corps Scholarship Program
The U.S. Department of Health and Human Resources offers scholarship opportunities to applicants who are applying to or enrolled in nurse practitioner programs. These scholarships pay in- or out-of-state tuition, required fees, reasonable educational expenses and a significant monthly stipend. This is a service-obligated scholarship (one year of obligated service for each year of scholarship funding). Information about applying for this scholarship is available at https://nhsc.hrsa.gov/scholarships/index.html

Organizations that provide competitive research grants and scholarships
- Kentucky Board of Nursing awards Nursing Incentive Scholarships to Kentucky nurses pursuing ongoing education. These awards are competitive.
- National Institutes of Health and National Research Service make awards to pre- doctoral (PhD) and post-doctoral students (F31 and F32 respectively). These scholarships are for PhD students only.
- The Delta Psi Chapter of SIGMA (Sigma Theta Tau International), SIGMA International and the American Nurses Foundation have annual competitions for research grants and scholarships.

- Many specialty organizations, such as the American Cancer Society, American Association of Critical Care Nurses and others provide such awards

➢ **Additional Financial Aid Information**

To compete successfully for any of these awards you need to work closely with your advisor and the Program Director. For assistance with applying for College of Nursing teaching and research assistantships, contact the graduate student services officer, University of Kentucky, College of Nursing, 315 College of Nursing Bldg., University of Kentucky, Lexington, KY, 40536-0232 or call 859-323-5624. The staff can also offer information about other sources of financial aid available from outside the University.

For information on grants and loans, contact the UK Office of Student Financial Aid, 127 Funkhouser Bldg., Lexington, KY 40506-0054 or call 859-257-3172 https://www.uky.edu/financialaid/

➢ **Tuition**

Current tuition fees are on UK Student Financial Aid and Scholarship, Cost of Attendance webpage: https://studentsuccess.uky.edu/financial-aid-and-scholarships/cost-attendance . Tuition fees are subject to change without notice. All tuition rates include a mandatory registration fee. For fee payment purposes, nine credit hours or the equivalent constitutes a full load for graduate students during the fall or spring semesters. Courses taken on an audit basis do not count toward credit hours but are assessed full tuition.

College of Nursing

Computer and E-mail Resources

➢ **Computer/Devices for Graduate Nursing Studies**

The University of Kentucky strongly recommends that each student purchase a personal laptop computer. A student's program requirements and budget should be the primary factors when choosing a laptop. Most laptops on the market will meet basic needs; however, the UK College of Nursing offers a few guidelines.

Minimum Suggested hardware

For specific details, visit the UK Technology Help Center site for Student Hardware & Software Guidelines
https://uky.service-now.com/techhelp?id=kb_article&sysparm_article=KB0012251&sys_kb_id=27b982e7978b8e5014b23fa6f053afb1

For Windows 11 hardware guidelines, visit *Windows 11 System Requirements* on the Microsoft support website.

- Processor
  – Minimum: Intel Core i3 or AMD Ryzen 3 quad-core or higher
  – Preferred: Intel Core i5 or AMD Ryzen 5 quad-core or higher
  – Optimal: Intel Core i7, Intel Core i9, AMD Ryzen 7

- Memory
  – Minimum: 8 GB
  – Optimal: 16 GB or more

- Storage Capacity
  – Minimum: 250 GB
  – Preferred: 500 GB or larger

- Wireless Card
  – Minimum: 802.11n
  – Preferred: 802.11ac or Wi-Fi 6

- Operating system must have the latest security updates installed, and if applicable Windows Defender or Macintosh Gatekeeper must be enabled. *Note: Windows 7 is not supported by ITS at UK.*
- Webcam (many laptops come with an integrated webcam and will not require an external device)
- USB headset or headphones with microphone
- Other helpful options include 16 GB or larger USB Flash Drive, external hard drive (for data backup/extra storage), 1920x1080 or better external monitor for desktop use, wired or wireless external mouse, video display adapters (DVI/HDMI), and Kensington Security Slot laptop security cable

Distance Learning

Distance learning students are also encouraged to consider the following hardware, software, and Internet connection to ensure that all systems used by distance learning courses will function properly.

- Hardware
  – Canvas Basic Computer Specifications
  – Zoom System Requirements
- Software
  – The latest version of Adobe Acrobat Reader
  – Microsoft Office 365 ProPlus
- Internet Connection
  – 5 Mbps Broadband Connection

IMPORTANT NOTE: **UK College of Nursing currently recommends the use of PC devices versus MAC Devices.** The College of Nursing currently utilizes course material that has embedded "flash" programming that is not supported by the MAC OS. Students choosing to utilize MAC Operating Systems do so with the understanding that the potential exists that they will encounter issues accessing course material. If issues arise accessing course materials/videos etc. while using a MAC device(s), students will be directed to access those materials at one of the campus computer labs running the Windows Operating System. The College of Nursing IT group will NOT be able to assist Mac users having difficulty accessing course related material. Additionally, MAC Operating Systems running Windows Software will not be supported.

Students seeking additional technology information specific to the College of Nursing should contact Jason Harris at 859-323-3433. For all other general Information Technology questions regarding Campus-Wide computer systems, and many other Campus-Wide programs please visit the following URL: http://www.uky.edu/ukit/

Software
Visit download.uky.edu to learn about software available free of charge or at a reduced rate. You may also visit UK's official OnTheHub by Kivuto store from the download.uky.edu portal for additional software discounts. Microsoft products are not available for purchase on the Kivuto store. Visit Microsoft Education on the Microsoft site for more information.

In addition to downloadable software, students with high-speed Internet connectivity can access Virtual Den (a virtual desktop and virtual application environment), which provides access to general student lab software on any UK student's personal device (desktop, laptop, tablet). This allows anywhere, anytime access to a number of Windows applications, including SAS, SPSS, and Microsoft Office. Mac users can access Virtual Den software just as easily as PC users.

Note: If you are unable to access the Software Downloads site (or do not have privileges to download software once logged in), there's no need for concern as this is normal. You typically will not have access to these downloads until you're on campus in the fall. Please wait until beginning courses at the University of Kentucky, then try again.

For IT Security questions, please contact Enterprise Cybersecurity at cybersecurity@uky.edu.

For questions, please contact ITS Customer Services:
Customer Services Assistance Request Form
859-218-HELP (4357)

E-mail Access
E-mail is the primary mode of communication between you, the University of Kentucky, faculty and staff. **All students in the College of Nursing are required to use UK email**. The College of Nursing faculty and staff members use the ***UK e-mail address*** that is provided to you at the beginning of your program. Please, **DO NOT forward** your UK email accounts to your personal E-Mail account, such as Yahoo, Juno, etc. If your UK E-Mail is forwarded to your personal account, there is a chance important email may be bounced. It is imperative that you check your e-mail at least once a day for important announcements, class changes, scholarship notices and special events. Go to the Account Manager at https://ukam.uky.edu/manager to activate your email account and create new password self-reset questions and answers. ***Do not forward your UK email to another email account.*** For tips and FAQs, visit TECH HELP CENTER at https://uky.service-now.com/techhelp

Cloud Storage (OneDrive or Google Drive)

Students at UK have a Microsoft 365 account. In addition, they have the option of utilizing Google Workspace for Education. You are strongly encouraged to use OneDrive to store documents you create with Word, Excel, or PowerPoint as it offers more storage space than Google Workspace. You can also store files created in other applications. The easiest way to get started using OneDrive with your Microsoft 365 account is to use AutoSave. Visit What is Autosave? on the Microsoft support website for instructions.

Refer to How do I access Microsoft OneDrive? (KB0011939) for OneDrive access instructions. *To receive more training, visit the Microsoft 365 Training Center.*

Visit Google Drive Help for more information about using Google Drive.

Important: If you are working on a group project, Information Technology Services recommends you create a team in Microsoft Teams. Store your collaborative documents on the Teams site you create.. Refer to Create a Team From Scratch in Microsoft Teams (KB0013057) on the Tech Help Center for instructions.

Other Resources

➢ **Campus Safety**

To ensure your safety and the safety of others at the University of Kentucky, you are encouraged to familiarize yourself with the crime prevention information on the police department's website: http://www.uky.edu/Police

University of Kentucky Police Department
- Emergencies: 911
- Non-emergency: 859-257-8573 | 859-257-1616
- Free call from your cell phone - #UKPD (#8573)
- All University of Kentucky students are automatically registered in UK Alert with their official university e-mail address. Students are encouraged to add other contact information (i.e., mobile numbers and personal e-mails) to their UK Alert accounts on their myUK portal.

➢ **Discrimination and Harassment**

The University of Kentucky is committed to maintaining an environment free of prohibited discrimination to foster an environment of respect for the dignity and worth of all University community members. Any member of the University of Kentucky community who believes they have experienced discrimination, harassment, or retaliation may bring their concerns to the Office of Institutional Equity and Equal Opportunity (Institutional Equity). A staff member of Institutional Equity is available to provide information on the investigative and resolution process. See *https://ieeo.uky.edu/key-priorities/discrimination-and-harassment*

Students, faculty members, staff members or house officers at the University of Kentucky who believe they have been sexually harassed may consult staff in the Office of Institutional Equity and Equal Opportunity Office 859-257-8927 to resolve a complaint of sexual harassment.

➢ **UK Graduate Catalog (formerly Graduate) Bulletin**

http://catalogs.uky.edu/index.php

➢ **Guidelines for Lactation Support**

Adapted from the University of Kentucky Lactation Guidelines
Recognizing the importance of breastfeeding for both mother and infant, the College of Nursing will make

students who choose to breastfeed aware of available appropriate environments to pump their breast milk or breastfeed. The CON goal is to support Undergraduate and Graduate students in their breastfeeding endeavors.

Policy
The College of Nursing recognizes the many benefits of breastfeeding and is committed to supporting this effort. Breastfeeding accommodations are guided by Kentucky Revised Statute 1 that acknowledges that a woman may breastfeed her child or express milk in any location, public or private, where the mother is otherwise authorized to be.

Process
Upon returning as a student after the birth of a child, the Undergraduate or Graduate Nursing student may request break time to express her milk on a reasonable schedule. Students are responsible for requesting lactation support prior to the first day of class. They should provide adequate written notice to the course coordinator about the need for break time and an appropriate location to pump.

- The course coordinator will advise the student to inform all faculty members about specific needs for support.
- Students are encouraged to use the break time between classes to pump milk.
- Alternatively, flexible scheduling time for lactation purposes will be negotiated with their professors. Professors are not required to excuse tardiness or absences due to lactation needs.
- In the case of clinical experiences, students shall obtain permission and make plans with the course coordinator, the clinical instructor and, in some instances, the nurse preceptor for breast pumping during the clinical rotation. Specific times and locations for breast pumping will be outlined in writing.
- Currently, there are designated lactation spaces across campus that are offered to accommodate employee and student needs (see below for more details).
- The frequency of milk expression as well as the duration will likely vary. Typically, new mothers need to express milk every two to four hours (e.g., a student who attends classes for 8 hours, will need to express milk two to three times). The duration will likely extend for 25-35 minutes.
- The CON will abide by the ACA revised section 7 of FLSA and will provide reasonable break time for a student to express breast milk for 1 year after the child's birth.
- This policy does not extend to permitting infants in the classrooms.

Lactation Station
The nearest Lactation Station room is in CON 604. Take the elevator to the sixth floor, take a right from the elevators and turn left when you reach the hallway. CON 604 will be located on your left. The door to the Lactation Station will be locked during the academic year, but you may obtain the key from the 6th floor Information Desk attendant located directly across from the Lactation Station Monday-Friday 8am-4pm. Once you have unlocked the door, please indicate on the sign to the right of door that the room is occupied. The room has two chairs, small table with a lamp, hand sanitizer and several AC outlets. A pump is not provided in the room. When you leave the room, please lock the door, indicate on the sign that the room is vacant and return the key to the Information Desk attendant.

Questions

- For more information about UK Lactation Guidelines visit: http://www.uky.edu/hr/work-life/resources-for-parents/uk-lactation-guidelines
- To find other lactation space available at UK visit: http://www.uky.edu/hr/work-life/resources-for-parents/lactation-in-workplace
- Questions, please contact Ana Maria Linares, at 859-323-4726 or am.linares@uky.edu

➢ **Lost and Found**

You can turn in found items to the Office of Student Services, 315 College of Nursing Bldg. We hold items for one academic year. If you lose something, please inform Student Services personnel or advertise in *The Kentucky Kernel*, the campus newspaper.

➢ **Textbooks**

Purchase textbooks for nursing courses from any of the campus area bookstores:
University of Kentucky Bookstore (located inside the UK Student Center), 160 Avenue of Champions, Lexington, KY 40506, 859-257-0236. https://uky.bncollege.com/shop/uky/home

➢ **Library Resources**

The library's computerized card catalog is *INFOKAT*. All holdings acquired since January 1985 have been entered into this system. The computer is connected to all UK libraries so that you can inquire if any library on campus owns the book or journal for which you are looking. Ask the librarian if you need assistance. A class in the use of *INFOKAT* is also available.

The UK library system consists of several decentralized libraries. More information can be found at https://libraries.uky.edu/ . Those you will most likely use:

William T. Young Library	859-257-0500	401 Hilltop Avenue
Medical Center Library	859-323-5300	Willard Medical Education Building, Room 298
Special Collections Research Center	859-257-1742	179 Funkhouser Drive
Education Library	859-257-9692	227 Dickey Hall, 251 Scott Street

College of Nursing Students with issues related to remote proxy server access should contact Stephanie Henderson, 859-323-8008 or stephanie.henderson@uky.edu.

➢ **UK Writing Center and Writing Resources**

The Writing Center is a valuable resource, which assists students, faculty and staff. Staffed by English graduate students and part-time consultants, the center is open during the day and evening for individual and group consultation on pre-writing, writing, and rewriting, as well as help with oral presentations. The center is in the basement of the WT Young Library. For more information, call 859-257-1368 or visit https://wrd.as.uky.edu/writing-center.
• The Science of Scientific Writing (from the American Scientist)
  ~   https://www.americanscientist.org/blog/the-long-view/the-science-of-scientific-writing
• Review "The Nuts and Bolts to College Writing"
  ~   https://www.amherst.edu/system/files/media/0975/harvey%252520nuts%252520and%252520bolts%252520abridged.PDF
• Purdue's Online Writing Lab http://owl.english.purdue.edu
• APA Style Resources http://apastyle.apa.org
• The Writing Center at Rensselaer http://www.ccp.rpi.edu

Office for Student Success - Units & Programs

The Office for Student Success is comprised of many units and programs that serve the students of UK. Units include the following, but are not limited to:

➢ **Student Well-Being**
- **Counseling Center (UKCC).** Offering groups, workshops and counseling to support student's growth and assist students with mental health. https://studentsuccess.uky.edu/counseling-center
- **Disability Resource Center.** Providing services so students with disabilities have an equal opportunity to fully participate in all aspects of university life. https://studentsuccess.uky.edu/disability-resource-center
- **Financial Wellness.** Engaging students in financial education programs and fostering healthy financial habits as well as providing a place for peer mentorship through the MoneyCATS team. https://studentsuccess.uky.edu/financial-wellness
- **TRACS (Triage, Referral Assistance and Crisis Support)** is a physical and virtual one-stop hub where students can come for a referral to supportive services (housing, rent, utilities, food) or receive direct clinical support for a range of mental health needs and crises. https://studentsuccess.uky.edu/tracs
- **Violence Intervention and Prevention**. Serving students who have been impacted by interpersonal violence while engaging the University of Kentucky and the surrounding community in interpersonal violence education and prevention. https://studentsuccess.uky.edu/vip-center
- **Well-Being Wellness.** Fostering holistic well-being by developing informed, empowered, and academically successful UK students. https://studentsuccess.uky.edu/well-being

➢ **Student Development & Support**
- **Center for Academic Resources and Enrichment Services (CARES) First Generation:** Assisting students in the areas of academic support, student development, tutoring, mentoring, and social enrichment programming. https://www.uky.edu/cares/
- **LGBTQ* Resources.** Supporting positive campus life experiences for LGBTQ* wildcats through education, advocacy and community building opportunities. https://studentsuccess.uky.edu/lgbtq-resources
- **Veterans Resource Center**. Supporting and advocating for veteran and military-connected students through fostering community, assisting with college transitions and processing GI Bill certification. https://studentsuccess.uky.edu/veterans-resource-center

➢ **Dean of Students**
- **Center for Support and Intervention.** The Center for Support and Intervention is a team of non-clinical case managers dedicated to helping students navigate life stressors during their time at the University of Kentucky. Our case managers are trained to work flexibly and creatively with students to support them through various challenges. With an in-depth knowledge of the resources, on and off campus, our office provides care and support to students by identifying their needs and making the connections they need to be successful. https://studentsuccess.uky.edu/center-support-and-intervention
- **Student Conduct**. Promoting personal responsibility and peer accountability while encouraging students to consider the impact of their actions. https://www.uky.edu/studentconduct/

Health & Well-Being Support/Crisis and Emergency Assistance for Students

➢ **Basic Needs**
- The Basic Needs Hub exists across campus to assist students with needs related to food and housing insecurity. Explore this site https://studentsuccess.uky.edu/financial-wellness/basic-needs to learn more about these resources

➢ **UK Counseling Center**

The University of Kentucky Counseling Center offers education, confidential consultation and brief therapy to currently enrolled UK students. Consultation services are also available to UK faculty and staff, and family, friends and caregivers of students. https://www.uky.edu/counselingcenter/.

- If you are experiencing a crisis, please use the following services. **Do not schedule online.**
- **If you need to talk with a clinician after business hours or on the weekend, holidays or university closings, call 859-257-8701, select option #1, and you will be connected to a mental health clinician**.
- If you are concerned about your physical safety or you feel you are at imminent risk of harming yourself or others, please call UK Police Department at 859-257-8573 (#8573 from a mobile phone)
- Call 911
- Go to your local hospital Emergency Department immediately.
- Call or visit the UK Counseling Center: 104 Mandrell Hall, 635 South Limestone or 401 MDS Building, 725 Rose Street (Monday-Friday, 8am-4:30pm) 859-257-8701
- Visit or call **TRACS** (Triage, Referral, Assistance and Crisis Support), 3rd floor East Wing of Gatton Student Center (Monday-Friday, 8 am-5pm) 859-21-TRACS

Academics

➢ **Academic and Scientific Honor and Integrity**

Graduate students in the College of Nursing are expected to demonstrate honor and integrity in all academic and scientific endeavors. You are expected to review and adhere to the following documents:

The Health Care Colleges Code of Student Professional Conduct

The purpose of the HCC Code is to provide a professional behavior code that applies uniformly to all students enrolled in a degree program, leading ultimately to a profession requiring licensure or certification, offered by any of the health care colleges. Health Professions students are held to higher standards of integrity than the non-health professions student because of the unique and important relationship the health professions have with society. The student majoring in nursing is charged by society and guided by ethical principles and laws to safeguard the health of the public. In nursing, the standards are set by *The American Nurses Association Code of Ethics*. Violation of these standards include but are not limited to lying, cheating, plagiarism, fraud or other act(s) punishable by law or ethical misconduct. Disciplinary action will result at least in failure of the assignment up to and including dismissal from the program. See https://regs.uky.edu/sites/default/files/2023-11/HCC-Code-10-14-2008_Approved_by_BOT.pdf

The University of Kentucky Student Rights and Responsibilities

An understanding of the University's expectations regarding honor and integrity in academics from the outset of your time as a student will reduce the likelihood of issues arising in the future. In particular, review sections related to academic offenses of plagiarism and cheating in Student Rights and Responsibilities and information on the disposition of cases of academic offenses. See the University's Student Rights and Responsibilities at https://studentsuccess.uky.edu/student-conduct/students .

Cheating and Plagiarism

- Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.
- Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities https://studentsuccess.uky.edu/student-conduct/services/code-student-conduct . Complete information can be found at the following website: https://ombud.uky.edu/students A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

➢ **Academic Probation**

College of Nursing graduate and professional students are required to maintain *at least* a 3.0 graduate grade point average (GPA). If the cumulative graduate GPA drops below 3.0, the student will be placed on academic probation. A student on academic probation will have 9 credit hours to raise the GPA to a 3.0 or higher. If the GPA is below 3.0 following these 9 credit hours, the student may be dismissed from the program and the Graduate School. Details about this policy, including readmission and progression for MSN students can be found in the MSN Program section of this handbook.

➢ **Appeals of Academic Actions**

Details about appeals procedures are in the University of Kentucky Code of Student Conduct at https://studentsuccess.uky.edu/student-conduct

➢ **Clinical Practica**

- Sites for clinical practica in College graduate programs are based upon either letters or memoranda of agreements between agencies and the College.
- All experiences requiring clinical practice are arranged by faculty responsible for the course. You may recommend clinical sites, but please do not make arrangements with persons or agencies.
- These agreements reflect the philosophy and objectives of the graduate program and are based on faculty assessment that students can meet program objectives in that agency.
- Because these agreements are legal documents, they often require several months to finalize.
- If you wish to recommend a clinical site, contact your faculty advisor at least three months before your clinical placement is to begin.
- Do not contact the site or the potential preceptor.
- You may not begin your placement until the agreement has been signed. **A grade of B or higher is required in all courses with a clinical component before progression to the next practicum or graduation.**
- If there are any questions, please contact the course faculty before proceeding.

Students will not be placed in sites where there is a conflict of interest with regard to evaluating student performance. Such conflicts may include, but are not limited to, assignment to a relative or close family friend, assignment to a site where the student is currently employed, and assignment to a preceptor who has a business or financial relationship with the student or is a family member of the student.

MSN students may complete their MSN Capstone project/clinical hours at their place of employment provided the placement is approved by the student's advisor and committee.

➢ **Commencement Eligibility**

The University Commencement ceremony is held each December and May. To be eligible to participate, all candidates must have submitted a valid Application for Degree by published deadlines in the academic calendar for the semester during which they anticipate graduating.

 MSN students must meet the following deadlines/criteria to be eligible to participate in graduation activities. Please work with your advisor and committee to meet these deadlines:

- Semester before you graduate review degree requirements in myUKGPS (MSN only).
- Meet with academic advisor prior to registering for final semester classes to ensure you are on track for completion of course work, project or dissertation.
- Submit degree application by applicable semester deadline. See academic calendar http://www.uky.edu/registrar/content/academic-calendar
- Students must purchase regalia and register for the commencement event. See https://www.uky.edu/commencement/

➢ **Course Registration**

Advanced registration for enrolled students takes place in November for the following spring term and in April for upcoming summer and fall terms. When classes begin, check the accuracy of your registration with each of your class professors. Contact your faculty advisor or the College Office of Student Services for assistance in correcting an error.

Students are responsible for accurate registration of coursework. To assure that you receive academic advising, meet with your faculty advisor in advance of registration. The College's Office of Student Services (room 315) will share registration instructions with you on a timely basis. Report a change of name or address via your *myUK* account, which will update your current information for the College of Nursing Office of Student Services and University Registrar.

➢ **Degree Application**

To be eligible for a degree or certificate you must file an application within 30 days after the beginning of the semester (or 15 days in the summer session) in which you expect to complete your studies. Degree applicant can be completed in myUK, student services tab. The deadlines for filing for a degree application are listed in the academic calendar http://www.uky.edu/registrar/content/academic-calendar

Although degrees are awarded at the end of the fall, spring and summer semesters, formal University commencement exercises are held only in spring (May) and fall (December). You are encouraged to attend commencement exercises even if you receive your degree the preceding summer. Students are also encouraged to complete an End-of- Program Evaluation that will be distributed near the end of the semester.

➢ **Excused Absences**

Throughout any given semester, illness and emergencies sometimes preclude students from attending class. See https://ombud.uky.edu/students/academic-policies/absences Students need to communicate such absences to course faculty in advance of absence or assignment deadline. There are, however, specific rules that dictate whether these absences are excused. Specifically, students are entitled to an excused absence for the following reasons:
- significant illness
- illness or death of family member
- University sponsored trips
- major religious holidays

- Post-graduation interviews
- Military duties

Note: the instructor shall have the right to request appropriate verification of excused absence.

Instructors may excuse an absence for any another reason if they believe it is a reasonable cause for non-attendance. **NOTE -** if a student misses one-fifth (20%) of the class contact hours due to excused absences, and attendance is required or a criterion for a grade in the course, the instructor may request that the student withdraw from the class. See https://ombud.uky.edu/students/academic-policies/absences

➢ **Excused Absence - Accommodation of Religious Holidays**

Students may request an excused absence for a major religious holiday from their course instructors. The request must be made in advance of the absence; many instructors state a date by which students must make this request in their course syllabi. Please check your course syllabi and email the request by the deadline stated in the syllabus.

➢ **Faculty Advisor and Clinical Mentors**

MSN
Faculty advisors are assigned to MSN students upon admission to the program. Group and individual advising meetings will occur for MSN students. The advisor and student are expected to meet individually yearly to review progress and plan for the MSN Capstone paper/project. Students work with their faculty advisor to select their committee members.

Clinical Mentors
MSN student Clinical mentors will be chosen from people with top-level clinical or executive roles who are working in areas consistent with the interests of a potential student protégé. Mentors will be selected from among a variety of disciplines, thereby building the student's interdisciplinary experience. Clinical mentors guide the work of the student in the clinical experiences in an ongoing relationship with students throughout the program, contributing especially to the student's development as a leader. Students may have clinical experiences working with patients in a single setting, or their clinical experiences may be as executive practica, focusing on policy or strategic, system wide or network issues. The faculty advisor, committee member, student, and clinical mentor will work together closely throughout the student's program. This will facilitate development of more meaningful growth in the student and add the richness of the mentor's experience.

➢ **Grading System**

The College's faculty uses the standard University graduate grading scale *(A = 90-100; B = 80-89; C = 70-79)*. Official grades as a graduate student for University credit are recorded in the Office of the Registrar as follows:

- A - High Achievement   4 quality points per credit
- B - Satisfactory Achievement 3 quality points per credit
- C - Minimum passing grade   2 quality points per credit
- E - Failure   0 quality points per credit
- I - Incomplete*
- S - Satisfactory Progress**

*A grade of "I" (Incomplete) may be awarded to a graduate student if a part of the work of a course remains undone and there is a reasonable possibility that a passing grade will result from completion of the work. All Incompletes ("I" grades) must be replaced by a regular final letter grade within 12 months of the end of the

semester, summer session or summer term in which the "I" grade was awarded, or prior to the student's graduation, whichever occurs first. If an "I" grade has not been replaced within the allowable period, the Registrar shall change the "I" grade to a grade of "E" on the student's permanent academic record and adjust the student's grade-point average accordingly. Unless otherwise approved because of exceptional circumstances by the Director the student's program.

Instructors who assign an I grade must file with the student's program director information which includes: 1) the name of the student, 2) the course number and hours of credit, 3) the semester and year of enrollment, 4) specific information on the work to be completed before a final grade can be assigned, and 5) the time frame in which the specific requirements are to be met (not to exceed 12 months). Graduate students should consult with their program office concerning procedures relative to the awarding of I grades and the conditions under which they may be removed.

All grades of Incomplete (I) must be resolved to a regular letter grade before a student may sit for the final examination or graduate.

A grade of Satisfactory Progress (S) may be recorded for students in graduate seminars, independent work courses and research courses, which extend beyond the normal limits of a semester or summer term. This grade may not be given to a student in a course carrying credit if the student has done unsatisfactory work or failed to do a reasonable amount of work, in which case a grade of U (unsatisfactory) will be assigned. The project must be substantially continuous in its progress. All S and U grades must be removed prior to the final examination (or qualifying examination for doctoral students), except for those given in Residence Credit 767 or in graduate courses which carry no credit. Once a grade other than I, S, or U has been reported to the Registrar's Office, it may not be changed unless an error was made at the time the grade was given and recorded, and then only upon the written unanimous approval of the instructor, the Registrar, and the Dean of the Graduate School.

An overall average of B (3.0) on all graduate work in the program must be attained before an advanced degree may be awarded.

➢ **Grades - Rounding**

The grading policy for the MSN, DNP and Certificate programs in the College of Nursing is as follows. There is no rounding of grades.

Grade	Range
A	90 - 100
B	80 - 89.999
C	70 - 79.999

➢ **Grade Dispute**

If students believe they were graded unfairly on a particular paper, test or other assignment, or if they believe their final course grade is unfair, they are encouraged to share their concerns with the instructor of the course and/or the chair of the department where the course is taught. If issues cannot be resolved, students may discuss the matter with the Academic Ombud https://ombud.uky.edu/ who will contact the instructor for his/her perspective and assess the merit of the case. The Ombud may attempt to resolve or mediate the dispute. If the grade dispute involves a final grade and the Ombud cannot resolve the issue informally, the case may be sent to the University Appeals Board (UAB) for a hearing. The UAB is the only entity on campus that can modify a grade. If the student wants to pursue an appeal, he or she will be asked to make the case in writing and the instructor will then be contacted for his/her perspective. If the Ombud determines that the student's case has merit, the matter will be sent to the University Appeals Board for a

hearing; however, if the Ombud determines that the case does not have merit, the student will be notified in writing and will then have 30 days to appeal to the University Appeals Board directly, requesting that a hearing be granted.

➢ **Guidelines for Scholarly Work**

All graduate students in the College are required to produce a scholarly work to receive a graduate degree. PhD students complete a dissertation, and DNP students complete a practice inquiry project as part of their final clinical residency. MSN Students complete a Capstone Project.

➢ **Institutional Review Board (IRB) Approval**

UK Institutional Review Board applications are completed and submitted per an electronic application process. Applications for all research and DNP projects involving human subjects must be reviewed and approved by the student's advisor and the respective program director/assistant Dean before they are submitted to the IRB for approval. Depending upon the nature of the investigation, an application for exempt, expedited or full review is submitted. The student and faculty advisor determine which application is appropriate for the proposed study. You may not collect data until official written approval is obtained from the Institutional Review Board. Students must identify and follow the procedures for study review and approval at the site(s) where data will be collected. Students inform the IRB when the study is complete. In addition, if changes are made in the protocol or consent form, or if problems arise in the conduct of the study, the student **must have approval from faculty advisor and submit modifications to protocol to IRB.**

See UK Office of Research Integrity https://www.research.uky.edu/office-research-integrity/training-education web page for current information on types of review and required forms and process for submission of IRB application.

College of Nursing procedures to prepare for each type of review are as follows:
University of Kentucky IRB approval process can take several weeks and, in some cases, other agency IRB approvals (outside institutions, UK departments, etc.) will also be required which may create delays in beginning data collection.
- **Exempt:** Allow a minimum of two weeks for review and approval within the College, plus an additional four weeks for receipt of written approval from the IRB.
- **Expedited:** Allow a minimum of three weeks for review and approval within the College plus an additional four weeks for receipt of written approval from the IRB.
- **Full:** Allow a minimum of one month for review and approval within the College plus an additional four weeks for receipt of written approval from the ORI.

Students may not begin data collection until they receive an official, written notice of approval from the ORI for the IRB application.

➢ **Progression**

MSN Progression Criteria/Academic Probation
If a student's GPA falls below 3.0 after a minimum of 12 credit hours, they will be placed on probation and will receive a letter from the program director. After completion of 9 additional credit hours, if the GPA is still below 3.0, the student will be reviewed by the MSN/DNP committee for possible dismissal from the program and the Graduate School. If not dismissed, student will remain on probation and undergo periodic review until probationary status is resolved.

Teaching Nursing Progression Criteria
Students are required to maintain a GPA of 3.0 or higher. A grade of B or better is required for the teaching nursing practicum course.

➢ **Readmission**

Former UK students in good standing are eligible for readmission consideration. In the College, student readmission is specified based on the program.

MSN student who withdraws or do not enroll for one or more semesters, other than the summer semester, must reapply to the MSN program, meet current admission criteria and follow policy and curriculum in place at the time of readmission. Students must also be in good standing in the program (3.0 GPA). If readmitted, all courses with an unsatisfactory or incomplete grade must be resolved or repeated prior to progression.

Students work with a faculty advisor for decisions about a leave of absence, withdrawal from any class or program, or from the University. A leave of absence must be approved PRIOR to the first day of the semester a student anticipates being out of school. Refer to the Schedule of Classes calendar to determine whether fees will be refunded.

➢ **Repeat Option**

Students may repeat one graduate course and count only the second grade as part of the graduate grade point average. A student wishing to exercise this option should first discuss this with his/her faculty advisor. The student then completes a Repeat Option form and petitions for approval from the program director. The director will send approved requests forward to the Graduate School Dean. Only one course may be repeated as part of a particular degree program or in post-baccalaureate status. You must file a Repeat Option form with the Graduate School prior to the end of the semester you are repeating the course.

➢ **Special Exams**

A special challenge examination requires the recommendations of your advisor and the appropriate program director.

➢ **Process for Nursing Student Complaints**

The College considers a formal complaint as one that cannot be resolved within the academic unit. Within the College, student issues are directed to the involved party. For example, if a student has a concern about a grade in a course or on an assignment, s/he is directed to the course instructor and then the course or track coordinator, if applicable. If the issue is not resolved, the student can appeal to the Director of the program. If the issue remains unresolved, the student has the option of meeting with the Dean.

Formal complaints are directed to the University of Kentucky Office of the Academic Ombud Services: www.uky.edu/Ombud/index.php#whenconsult. "This office is designated within the University to investigate individual complaints, problems and conflicts. The Ombudsman is responsible for assisting students and instructors to work through and resolve academic related problems and conflicts. The primary focus of academic Ombudsman services is the process by which decisions are made, and the primary task of the Ombudsman is to assure fair policies, processes and procedures that are equitably implemented."

Non-academic issues are handled according to the appropriate UK policy (e.g., sexual harassment, discrimination)

➢ **Teacher/Course Evaluations in the College of Nursing**

The University policy on faculty performance review requires that faculty obtain student evaluations of teaching for each course every semester. The University of Kentucky uses a Web-based course evaluation. All students enrolled in a course are strongly encouraged to complete evaluations within the designated timeframe. Students should take this opportunity to provide thoughtful input regarding faculty

performance and course evaluation. These evaluations are used by the course faculty and the College of Nursing to improve the curriculum and enhance faculty teaching. Evaluations are anonymous. The information is compiled and shared with faculty members, program directors, associate deans and, dean only after final grades are submitted and only in an aggregate format.

➢ **Transfer of Credits**

With the approval of your faculty advisor and the assistant dean of the College of Nursing, a maximum of 9 credit hours of graduate course work, completed at an accredited university, may be transferred from another institution toward the requirements for a degree. The request for transfer is to be made prior to advanced registration in your final semester of enrollment. The following rules apply: course credits applied toward a previously awarded graduate degree cannot be transferred; transfer of independent work; research, thesis or dissertation credit is not permitted; only courses assigned a grade of **B or better** can be transferred; and students must be in good academic standing at the time of transfer.

Initiate the request for transfer of credit through your advisor. To transfer credits, submit a course syllabus and official transcript to your faculty advisor. If your faculty advisor judges the transfer of credits to be appropriate for the planned program of study, the faculty advisor requests in writing that the program director approve the transfer of credits. If approved, the program director submits the request and a copy of the official transcript to the Dean of the Graduate School. The transfer of credits should be included in your program of study plan approved by your faculty advisor.

➢ **Visiting Students Policy**

Visiting students, enrolled in a comparable level of study in another institution, may enroll in a nursing course with permission of the faculty member teaching the course.

➢ **Withdrawal**

Students may need to interrupt their program for various reasons. All students are encouraged to first discuss their desire to withdraw with their academic advisor so that they can explore any possible alternatives including leave of absence and subsequent readmission. Faculty can guide student to maintain the integrity of their academic record.

All students, who wish to leave the university during a term (fall, spring or summer), must formally withdraw. See https://registrar.uky.edu/withdrawal Students leaving the institution without an official withdrawal may receive failing grades in all courses in which enrolled and endanger their future status in this and other institutions. Students enrolled in only one course who wish to drop the course, must withdraw. A student is considered withdrawn if they are not enrolled in course work (Fall/Spring terms). Refer to the *University's Official Academic Calendar* published in the University Bulletin for withdrawal and fee liability dates. Please note the University's Fee Liability Policy dates are different than the withdrawal dates.

➢ **Withdrawing from Courses**

During the withdrawal period, as designated in the official University calendar, students receive a W grade for dropped courses. Follow the same procedure on *myUK* for dropping a course. **NOTE:** To withdraw from all your courses (withdraw from UK) on or after the first day of class, contact the UK Registrar at https://registrar.uky.edu/withdrawal Students are encouraged to consult with their advisor before making schedule changes.

Master of Science in Nursing Healthcare Leadership

➢ **Program Overview**

The MSN in Healthcare Systems Leadership program was originally based on the MSN Essentials (2011) and revised/updated based on the AACN Essentials (AACN, 2021, *The Essentials: Core Competencies for Professional Nursing Education* https://www.aacnnursing.org/essentials/download-order and the AONL Nurse Manager Competencies.

After completing the MSN program, graduates will have a more complete understanding of the nursing discipline in order to engage in higher-level practice and leadership in a variety of settings. The curriculum emphasizes leadership effectiveness in organizational systems/settings, evidence-based management, quality and safety in the workplace, information management expertise, and promotion of a healthy work environment.

MSN graduates will be prepared to:
- Design innovative nursing practices,
- Lead change to improve quality outcomes,
- Build and lead collaborative interprofessional care teams,
- Navigate and integrate care services across the healthcare system,
- Translate evidence into practice,
- Evaluate population health and design strategies for improvement, and
- Advance personal, professional, and leadership development through lifelong learning

Applicants to the master's degree program must meet the minimum requirements of the Graduate School, as well as the following requirements of the nursing program: Minimum undergraduate grade point average of 2.75 on a 4.0 grading scale; Baccalaureate Degree in Nursing from a school accredited by a nationally recognized organization and one of the six regional accreditation bodies, goal statement, three references and interview.

➢ **MSN Program Format**

The classes for this program are primarily online. However, the College of Nursing may schedule synchronous sessions over zoom periodically. MSN students will be expected to present their MSN capstone project over zoom.

➢ **Adult Learning**

The MSN Program is a professional degree program designed for nurses preparing for first line or middle level leadership roles in healthcare leadership. In addition to their role as students, most students hold full or part-time positions as clinicians, managers, or educators in nursing. The MSN program is structured in a manner that allows students to complete their advanced education while continuing to practice.

According to Knowles (1980), an expert in adult learning, adult learners have a need to be self-directing, respond best to learning when they are internally motivated to learn and when they are involved in diagnosing, planning, implementing and evaluating their own learning. This translates into students assuming a **proactive role** in the learning process and assuming responsibility for their own learning. Faculty members, including the faculty advisor, are **facilitators** and their role is to create and maintain a supportive climate that promotes conditions in which learning can take place (Knowles, 1980). Being a proactive student within the context of the MSN program means you will work closely with your faculty advisor and your committee to identify your goals and learning needs in order to develop a plan that will meet your goals. When you are having difficulty, seek their counsel.

[Reference: Knowles, M.S. (1980). *The Modern Practice of Adult Education: From Pedagogy to Andragogy.* River Grove, IL: Follett.]

UK College of Nursing

➢ **Academic Advising Guidelines**

MSN Advising Guidelines

Advisor Responsibilities

1. Guiding the student through his/her program of study and completion of graduation requirements.
2. Referring the student to resources as needed and/or requested.
3. Supporting the student through mentorship, including healthy self-direction in all aspects of the academic environment.
4. Promoting personal, professional and intellectual development and academic excellence, including encouraging self-directed learning.
5. Evaluating student progress in meeting requirements of the program.
6. In collaboration with course faculty, fostering professional and academic accountability.

Note: Under normal circumstances, faculty and staff advisors will acknowledge receipt of an advisee inquiry within 72 hours Monday-Friday, unless there is an automated response to the student indicating that the faculty member is unavailable for a stated time-period.

Advisee Responsibilities

1. Abiding by the University of Kentucky Health Care Colleges Code of Student Professional Conduct http://www.uky.edu/ofa/sites/www.uky.edu.ofa/files/uploads/HCCSPBC.pdf.
2. Actively engaging in the advising and learning process.
3. Keeping the advisor apprised of personal challenges that are, or may, impact his/her academic performance.
4. Seeking support when needed.
5. Reading and responding, as appropriate, to all programmatic communication in a timely manner.
6. Utilizing the student handbook.
7. Scheduling and keeping appointments with advisor throughout semester.
8. Evaluating the advisor as requested

Note: Under normal circumstances, students will acknowledge receipt of an advisor or faculty member inquiry or response to the student within 72 hours Monday-Friday, unless there is an automated response to the advisor or faculty indicating that the student is unavailable for a stated time-period.

General Guidelines

1. Advisors should meet with FT students every semester and with PT students at least once a year for advising meetings.
2. At initial meeting and annually, review contact information for the student in the advising hub. Confirm student location. If student is planning to relocate out of state, inform the Student Services Office (Kathy Collins) and the Asst. Dean for Accreditation (Angie Grubbs) prior to relocation to ensure out of state authorization compliance.
3. At each meeting advisors should review the student's plan of study, discuss progress, make any changes needed to the plan, and discuss what courses students will be taking the next semester (Note: **Fall semester register for spring classes; spring semester register for both summer and fall classes)**
4. For significant plan of study revisions, email the Student Services Office (Kathy Collins) a copy of the revised plan of study.
5. Discuss what items need to be placed in the portfolio based on upcoming courses students will be enrolling in.
6. For NP and LS students who are getting ready to start clinical courses, discuss the expected plan for the experiences students need to obtain and possible preceptors etc. Prior to each new clinical course, discuss the student's progress and discuss possible preceptor placement. Consider reviewing the student's Exxat Time Log along with competencies acquired to this point and competencies needing continued focus.

➢ **MSN Progression Criteria/Academic Probation**

Students enrolled in the MSN program must attain a B in all practicum courses (clinical). In order to be awarded an MSN degree, students may have a maximum of one C grade on their transcript from courses other than practicum courses. If additional C or lower grades are earned, the student may repeat only one course to improve the grade. All specialty courses, including specialty didactic and clinical.

If a student's GPA falls below 3.0 after a minimum of 12 credit hours, they will be placed on probation and will receive a letter from the Assistant Dean of MSN and DNP Program Studies. After completion of 9 additional credit hours, if the GPA is still below 3.0, the student will be reviewed by the MSN/DNP committee for possible dismissal from the program. If not dismissed, student will remain on probation and undergo periodic review until probationary status is resolved.

➢ **Dismissal from UK College of Nursing MSN Program**

Students enrolled in the MSN program must remain in good standing to be eligible for program progression. A student may be dismissed from the MSN program, if one or more of the circumstances listed below applies to the student. The MSN/DNP Program Committee will review the student's circumstances and decide whether to dismiss the student from the program.

- The student has failed to complete the MSN program in 6 years (6 years plus potential 4 years of requested and approved extensions). Extensions up to 2 years may be approved by the Dean of the Graduate School. Requests for extensions longer than 2 years must be considered by Graduate Council. All requests should be initiated by the Director of Graduate Studies. No activity completed more than 10 calendar years preceding the proposed graduation date as appropriate will be considered for graduation.
- The student has failed to communicate in a timely manner with the student's advisor or with administrative staff. An example of such a failure would be if the CON were unable to communicate with the student for more than 6 months.
- The student has violated IRB policy/procedures. The University of Kentucky IRB policy/procedures may be found at http://www.research.uky.edu/ori/
- The student has failed to enroll in 2 consecutive semesters (unless the student has received a leave of absence permitting the failure to enroll).
- The student has failed to comply with the following University requirements:
  ~ Student Code of Conduct (http://www.uky.edu/studentconduct/code-student-conduct)
  ~ Health Care Colleges Code of Student Professional Conduct http://www.uky.edu/regs/files/HCCcode.pdf
- The student has been determined by the Kentucky State Board of Nursing to have violated licensure standards because of the student's use of illicit drugs or other criminal acts, when the violation(s) resulted in any change in RN or APRN licensure.
- The student has failed to meet academic probation and progression requirements, including earning a third C grade.
- The student has failed the final examination for the master's degree twice
- The student has violated social media policies as set forth in the following standards:
  ~ http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-2015-Part-1.pdf
  ~ https://www.ncsbn.org/social_media.pdf

➢ **MSN Readmission Policy**

MSN student who withdraws or do not enroll for one or more semesters, other than the summer semester, must reapply to the MSN program, meet current admission criteria and follow policy and curriculum in place at the time of readmission. Students must also be in good standing in the program (3.0 GPA). If readmitted,

all courses with an unsatisfactory or incomplete grade must be resolved or repeated prior to progression.

➢ **MSN Program - Leave of Absence Policy**

Students considering a leave of absence must discuss their plans with their academic advisor, prior to making a formal request. Students are also strongly encouraged to discuss this with the student loan or financial aid office as it may affect loan deferment. In addition to avoiding the need to reapply, leave of absence allows for priority registration.

Students may request a leave of absence from the MSN program in certain circumstances. Students must (1) submit the request for leave in writing, (2) have it approved by their faculty academic advisor and then (3) by the Assistant Dean of MSN and DNP Program Studies and the Dean of the Graduate School.

Request for leave must be made prior to the beginning of the semester leave is requested. If approved, the Assistant Dean of MSN and DNP Program notifies the Graduate School. No more than two consecutive and four total semesters in leave of absence status may be requested. Exceptions may be made by Assistant Dean of MSN and DNP Program Studies.

➢ **Student Health Emergency**

Kentucky Board of Nursing (KBN) requires pre-licensure programs (which includes the BSN-DNP and MSN groups) to communicate to faculty and students what to do in case of a student health emergency. This requires an "Emergency Health Treatment" statement be added to each course syllabi that describes activities in the event of a student health emergency. The Graduate program has adopted the following statement:

"Faculty will follow these procedures for treating student medical emergencies that occur during classroom and clinical activities. Implement basic life saving measures guided by principles of BCLS as appropriate to the situation; call 911 as appropriate to the situation. If transportation is required for treatment, faculty shall not transport but will wait arrival of paramedics or in the case of students in hospital clinical setting, await arrival of appropriate hospital personnel to transport."

➢ **Time Limit for Master's Degree**

Students have 6 years to complete all requirements for the degree, but still have the opportunity to request extensions up to an additional 4 years for a total of 10 years. Extensions up to 2 years may be approved by the Dean of the Graduate School. Requests for extensions longer than 2 years must be considered by Graduate Council. All requests should be initiated by the Director of Graduate Studies. No activity completed more than 10 calendar years preceding the proposed graduation date as appropriate will be considered for graduation.

MSN Sample Plan of Study

Master of Science in Nursing (MSN) Healthcare Systems Leadership - Sample Plan of Study: Part Time

Year	Fall Course No. - Title	Credits (didactic/ clinical)	Spring Course No. - Title	Credits (didactic/ clinical)	Summer Course No.- Title	Credits (didactic/ clinical)
YEAR 1	EDP/EPE 557 - Gathering, analyzing & Using Educational Data	3	NUR 617 - Informatics & HC Technologies for Advanced Nursing Practice	2	NUR 610 - Nursing Leadership in Health Care	3
	NUR 602 - Research Methods in Advanced Practice Nursing	3	NUR 615 - Evaluating Evidence for Research & Evidence-Based Practice	3		
	Clinical Hours	0	**Clinical Hours**		**Clinical Hours**	0
	Total Term Credits	6	**Total Term Credits**	5	**Total Term Credits**	3
	Fall	**Credits**	**Spring**	**Credits**	**Summer**	**Credits**
YEAR 2	NUR 607 - Population Health Assessment, Planning & Policy	3	NUR 730 - Leading Change: Seminar	3	NUR 619 - Quality & Safety in Nursing & Health Care	3
	NUR 614 - Economic & Financial Aspects of Clinical & Population-Based Health Care Delivery Systems	3	NUR 731 - Leading Change: Practicum	3(0/3)		
	Clinical Hours		**Clinical Hours**	180	**Clinical Hours**	
	Total Term Credits	6	**Total Term Credits**	6 (3/3)	**Total Term Credits**	3
	Fall	**Credits**	**Spring**	**Credits**	**Summer**	**Credits**
YEAR 3	NUR 736 - Relationship-Based Leadership in Healthy Work Environments: Seminar	3	NUR 660 - MSN Capstone Practicum	3(0/3)		
	NUR 737 - Relationship-Based Leadership in Healthy Work Environments: Practicum	3(0/3)				
	Clinical Hours	180	**Clinical Hours**	180	**Total Program Credits**	38 (29/9)
	Total Term Credits	6(3/3)	**Total Term Credits**	3(0/3)	**Total Practicum Hours**	540

Final Examination

A Final Examination (oral and/or written) is given to all candidates for master's degrees not later than eight days before the last day of classes of the semester in which the degree is to be awarded. The examination is scheduled by the with the Graduate School and the report is returned to the Dean upon completion of the examination, which in no case may be later than two weeks after the start of the examination. The examining committee consists of at least three qualified faculty members recommended by the Dr. Hampton, College of Nursing Director of Graduate Studies and appointed by the Dean of the Graduate School. At least two committee members (including the chair or co-chair) must be members of the Graduate Faculty, and at least one of the two must be a full member of the Graduate Faculty. It is expected that at least two members of the committee will be from the student's program/department.

The request for a final examination must be filed at least two weeks prior to the date of the examination; https://ris.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm . Students on scholastic probation are not eligible to sit for the final examination. Students may not have any "I" incomplete grades. Class must be in session for the student to sit for the exam.

If the candidate fails the final examination, the committee may recommend to the Dean of the Graduate School the conditions under which a second examination may be administered. Insofar as it is practicable, the same examining committee gives this examination. In all decisions the majority opinion of the committee prevails. If the committee is evenly divided, the candidate fails. A third examination is not allowed.

MSN students will complete the oral examination as per NUR 660, the MSN Capstone course. As part of the oral examination, students will present a summary of your Capstone work that includes an illustration of how you have met the MSN essentials.

➢ **Advisory Committee**

Students are assigned an advisor upon admission to the program. Your advisor will serve as your examining committee chair and work with you to select an appropriate clinical mentor for the NUR 660, Capstone course. The clinical mentor should be doctorally prepared, an expert in the students focus area, and willing to assist in student advisement and clinical coaching in collaboration with the faculty advisor. *The third committee member must be from the student's program/department and must be member of the graduate faculty.*

➢ **MSN Capstone Project**

NUR 660, the MSN Capstone course, provides the opportunity for the student to apply theories, principles and processes learned during the master's program of study and to reflect on the competencies acquired during this educational experience. Under the guidance of the student's faculty advisor and practicum preceptor, the student will develop a proposal for a Capstone paper, which includes an outline of the key components of the projected work. The Capstone paper should be focused on a practice problem, evidence-based innovation or practice program, with the outcome being a paper that describes the work.

Learning outcomes for the Capstone Course
- Determine the feasibility and practicality of implementing the Capstone paper idea through dialogue with advisor, practicum preceptor and specific others in the practice setting.
- Prepare a final paper that describes the Capstone work and share ideas with applicable practice individuals.
- Evaluate how the master's program has prepared the student to:
  ~ Lead change to improve quality outcomes,
  ~ Advance a culture of excellence through lifelong learning,
  ~ Build and lead collaborative inter-professional care teams,
  ~ Navigate and integrate care services across the healthcare system,
  ~ Design innovative nursing practices, and
  ~ Translate evidence into practice
- Complete an oral examination focused on the Capstone work that illustrates how the student has achieved/met the competencies outlined in the MSN essentials.

Examples of Capstone Projects
- Designing a practice quality or change project, including recommendations for practice implementation and evaluation,
- Development and implementation of a staff education plan,
- Evaluation of the effectiveness of a program within the practice setting,
- Completion of an evidence-based literature review, development of a practice guideline based on this information, and creation of a plan for how to implement and evaluate the effectiveness of the guideline in practice,
- Others as appropriate and approved by the Faculty Advisor.

Evaluation Detail for the Capstone Project/Paper
- **Scholarly Report about the Idea or Innovation**
  ~ Written final paper/report that includes abstract, introduction, literature review, methods, results, discussion and implications for practice, conclusion, and references

- **Critical Analysis that illustrates how student has met each of the essentials**
  ~ Include a short introduction that introduces you and tells the reader about why you decided to pursue a master's degree
  ~ Complete a table that includes two columns: The Nursing Essentials and Reflective Comments related to how you have achieved the competencies outlined in each Essential during the program of study

~ Write a conclusion that briefly outlines your future career goals and describes the value of what you have learned in the MSN program. Please include specific examples of how you will apply what you have learned in your work setting.

- **Present an oral summary/presentation of your Capstone work that includes an illustration of how you have met the Essentials.** This is considered the oral examination; this presentation will be done to your committee and other interested guests.

Teaching Nursing Certificate

Graduates of the Teaching Nursing Certificate will be able to:
- Apply selected learning theories and teaching strategies in academic and clinical practice settings.
- Understand and apply various teaching methodologies and pedagogical approaches.
- Demonstrate knowledge of curriculum planning, design, and evaluation.
- Utilize various technology platforms and software programs in the course design and teaching process.
- Understand the legal and ethical responsibilities of educators.
- Design processes/assignments to evaluate student knowledge, skills and competencies.

➢ **Teaching Nursing Sample Plan of Study**

Teaching Nursing Certificate - Required course work

Term	Course Number/Title	Credit Hours
Fall	NUR 640 - Best Practices in Nursing Education: Art and Science of Teaching	3
Spring	NUR 642 - Best Practices in Nursing Instruction: Curriculum Design and Outcome Evaluation	3
Summer	NUR 641 - Best Practices in Clinical Teaching: Teaching Nursing Practicums (Students are required to complete 180 hours of clinical coursework/teaching practicum at an approved site location)	3